

NEGLECT OF REPORTING REQUIREMENTS

Interim Report

Report of the

1999-2000 San Francisco Civil Grand Jury

DOCUMENTS DEPT.

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NEGLECT OF REPORTING REQUIREMENTS

SUMMARY

Many San Francisco departments, boards, commissions and other agencies are failing to send copies of required reports to the Documents Department of the San Francisco Public Library, despite the requirements of Administrative Code, Section 8.16. The types of required reports required include annual, financial, statistics, and recommendation reports. It also appears that many reports required by the Municipal Codes may not even be prepared.

Failure to prepare required reports reduces the potential for policy makers to make fully informed decisions. Failure to send copies of reports to the Public Library diminishes the public's ability to easily review these public documents in a central location and decreases their ability to stay aware of local government successes, activities or plans; this failure also reduces the amount of historical material available for research.

BACKGROUND

This year's Civil Grand Jury attempted to use Public Library resources for research at the beginning of its term. It became apparent that documents required to be on file at the Public Library were in fact not available. Specifically, several Annual Reports were not available or were not current. Further investigation showed that other reports required by the Municipal Codes also were not available at the Public Library.

Several other investigations have also indicated lack of compliance with Municipal Code reporting requirements, including:

- Controller Department Audit 98020, dated September 15, 1999, in part documenting the failure of City departments to submit required reports to the Commission on the Status of Women. The Audit notes that the Commission had on file only 21 percent of the reports from City agencies required by Section 33.4 of the Administrative Code (129 out of the 632 required reports). The Audit also noted that the Commission had not met the Section 33.6 semiannual report requirement to the Board of Supervisors, as well as several other report problems.
- a 1997-1998 Civil Grand Jury report noting failure of departments to report overtime as required by Administrative Code, Section 18.13;
- a Board of Supervisors Budget Analyst report, dated March 13, 1998, also regarding failure to report overtime as required by Section 18.13;

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- Controller Department Audits 98046, 98058, and 98064, in part documenting failure to prepare and submit required reports to the San Francisco Arts Commission;

In that requirements of the Municipal Codes appeared to not be complied with, the Civil Grand Jury determined that a review to determine the extent of noncompliance was warranted.

MUNICIPAL CODE REQUIREMENTS

The San Francisco Charter and Municipal Codes (hereafter referred to as Municipal Codes) contain requirements for preparation and submittal of a wide variety of reports. The San Francisco Board of Supervisors also occasionally includes report requirements in its Ordinances and Resolutions; California and Federal laws may also impose some report requirements. The requirements typically state when and to whom the reports are to be submitted. The Board of Supervisors is the most usual required recipient of reports, followed by the Mayor of San Francisco.

Examples of required reports include the Ethics Commission report regarding whistleblower complaints, various Controller Department reports regarding the financial status of the City and County, Human Resources Department reports regarding sexual harassment claims, the Lead Hazard Reduction and Lead Poisoning Prevention Committees activity reports, the Recreation and Park Department Open Space report, the Public Health Department review of jail conditions, and the Children, Youth and Families Children's Services Plan.

In addition to requirements specific to each report, there also is a global requirement applicable to all official published documents. Administrative Code, Section 8.16, states in part:

It shall be the duty of every official, board, commission, or department, who or which publishes an annual report or other official published documents, relative to the affairs under his or her or its control or related to his or her or its functions, to file at least two copies thereof with the Documents Department of the San Francisco Public Library within 10 days after publication of each such report or document.

[...]

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The reports of documents required to be filed pursuant to the provisions of this Section shall be made available by the Documents Department for reference thereto by the People of the City and County.

Any violation of the provisions of this Section on the part of any elective officer or any member of any board or commission shall be deemed to be official misconduct and any violation of the provisions of this Section on the part of any employee shall be deemed to be inattention to duties and considered cause for suspension or dismissal from service.

The requirement to file annual reports with the Public Library has been in the Administrative Code since before World War II (see Ordinance 1542 from Series of 1939, Journal of Proceedings dated March 16, 1942). Reports required by the Municipal Code, ordinances or resolutions are official published documents and, therefore, two copies of such reports should be filed with the Public Library. For the purposes of this report, agencies such as advisory committees are considered to be a unit of the agency they advise and, therefore, subject to the requirements of Section 8.16 as well.

It is interesting to note the Section 8.16 statement regarding official misconduct. None of the Municipal Code requirements we reviewed had any penalties or sanctions for failure to make or prepare any of the required reports, yet once the reports are issued there then is a sanction for failure to send copies to the Public Library. The Municipal Code contains a large number of report requirements and, no doubt, some of these requirements have outlived their usefulness. A good example of a report requirement that may have outlived its usefulness is Administrative Code, Section 18.13. Section 18.13 requires overtime reports if certain conditions are met. Our interviews indicate that the data intended to be derived from this report are now more easily obtained from a monthly overtime report published by the Controller's Office. However, until the requirements are changed the required reports should continue to be submitted.

In addition to required reports, departments, boards, commissions, and other government agencies (hereafter referred to collectively as agencies) also issue many other reports relative to their affairs, which also should be sent to the Public Library. The Public Library does have a variety of these types of reports on file; however, as noted in the next Section, no agency has a complete listing of all of the types of reports that should be sent to the Public Library. Actions taken in response to the recently voter-approved changes to Section 67 of the Administrative Code, the "Sunshine Law," may eventually provide such a list. Therefore, we limited our review only to those reports that were required by the Municipal Codes.

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Failure to send copies of reports to the Public Library is a technical violation of Municipal Code requirements and diminishes the public's ability to easily review public documents in a central location. While the reading files of various departments and the Board of Supervisors Clerk's files are also available for public review, we note that during these investigations we have found it easier and more convenient to use the Public Library files. In addition, Section 8 of the Administrative Code allows agency documents either to be sent to storage after a departmentally-determined number of years or discarded. Therefore, if older or previous versions of reports need to be reviewed, this would be more easily done at the Public Library.

METHODOLOGY

To identify City agencies and their reporting requirements, we reviewed the San Francisco Municipal Codes, applicable Board of Supervisors resolutions and ordinances, and lists of active commissions, boards, etc., from the Mayor's Office and Board of Supervisors Clerk's Office (see Table 1). Our review centered primarily on agencies created by San Francisco, California or federal law which have recurring reports with regular submittal requirements (e.g., annual, quarterly, etc.) since there should be a reasonable certainty of finding them. Recurring reports are easier to use to verify compliance than are reports required only when certain conditions are met. One-time-only reports have also occasionally been included, usually where an agency's only requirement is to produce a final report. We have not included other types of report requirements (e.g., those for lobbyists to the Ethics Commission or non-profit organizations to the Board of Supervisors) since these reports would not be subject to the requirements of Section 8.16.

The Municipal Code recurring report requirements typically do not specify that a report need not be submitted if there is nothing to report. As noted in the Controller's Audit 98020, even if there is nothing to report a report nevertheless should be issued to document that fact. Issuance of such a report would eliminate ambiguity and would be of value to policy makers.

The files of the Public Library and Clerk of the Board of Supervisors were reviewed for reports (as noted above, the Board of Supervisors is the most usual required report recipient). Also, we reviewed CitySpan (www.sfgov.org), the website for San Francisco City and County (however, reports provided on the Internet do not satisfy Administrative Code, Section 8.16 requirements).

We also interviewed Public Library and Board of Supervisors personnel, as well as heads of various other City agencies.

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RESULTS

Results are presented in Table 1. A typical entry in the Table would look like this:

Department/ Board/ Commission, etc.	Charter/ Code Citation	Report(s)	Current Report?	Clerk, Brd of Supervisors Files	Doc. Desk Library Files	Web/ Other
typical agency name	XY, Z.123 (citation that requires the report or lists agency duties)	report frequency <to whom report is required to be sent>	is there a current report available	(the date of the report found in the files)	(in bold/italic if out of date or not found)	notes regarding reports on web, or other notes

A more detailed discussion of Table 1 parameters is presented in the introduction to the Table. The Table 1 shaded boxes, which denote either that a report was out-of-date or not found, indicate that approximately half of the agencies have a potential problem with respect to issuing recurring reports and/or sending copies of recurring reports to the Public Library.

CONCLUSIONS

Our interviews and review of data included in Table 1 lead to the following conclusions:

- (1) ***Many City agencies do not appear to be following the requirements of Administrative Code, Section 8.16 to file copies of official published documents with the Public Library.***

Table 1 indicates that copies of many reports have not been sent to the Document Desk of the Public Library. Library staff are aware of the requirements of Section 8.16 and have several times in the past sent out a reminder to various City agencies regarding this requirement (see Appendix B; library staff note that the City Attorney's office has reviewed and concurred with this reminder). However, library staff have had neither a full listing of all agencies that might be required to send copies of reports to the library, nor a list of what reports should be expected from each agency (no one else we interviewed knew of such a list either). Therefore, it is uncertain whether or not all applicable agencies received

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this reminder. Further, there is no requirement that Public Library staff send such a reminder, and library staff do not feel they have any recourse by which to encourage or enforce compliance with Section 8.16.

The issue of agency non-compliance with respect to Section 8.16 was brought to the attention of the Sunshine Task Force in April 1995 by Documents Department library staff. The library staff noted that there was no formal process to notify staff of the creation or demise of new agencies (this is also important with respect to posting of agendas and minutes) and that compliance with the requirements of Section 8.16 was not complete. Among the suggestions given by the Task Force to library staff was to write a letter to the Mayor, requesting compliance with Section 8.16 by all city departments (Charter Section 3.100 states that the Mayor shall have the responsibility to enforce all laws relating to the City and County). The letter was never drafted, and relative to this matter the Sunshine Task Force took no further action.

Interviews with various department heads indicate that many are not familiar with the requirements of Section 8.16. For those who were aware of Section 8.16, there was some confusion between this requirement and the requirements of Administrative Code, Section 8.7, which involves sending reports or other material of historical significance to the San Francisco History Room of the Public Library. The History Room is a different department and on a different floor than the Document Desk. There also was some confusion regarding exactly how the wording of Section 8.16 ("official published documents") related to the reports required by the Municipal Code.

The San Francisco City Attorney's Office publishes "An Overview of the Laws Governing the Conduct of Public Officials," to provide City officials with an overview of laws regulating their conduct as public officials. This document contains a wealth of information regarding public records and public meetings laws. Part 2 of the document is intended to familiarize elected officials, department heads, etc. "with State and local laws governing the public's right of access to City records and meetings conducted by City boards and commissions." However, the City Attorney's guide does not contain a discussion of the requirements of Section 8.16. This appears to be a missed opportunity to provide officials with information regarding requirements for public access to information at the Public Library.

Library staff report that the Documents Desk is patronized often by members of the public looking for a variety of documents from San

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Francisco City and County government. Having copies of reports in the Public Library provides for a central location. The public then does not need to find out which departments and personnel to ask for what information. The Public Library is also open at more convenient times than are government offices. Lastly, review of documents at the Public Library is easier if one is reviewing a great number of documents or trying to review reports from different agencies to the same Administrative Code requirement (this reduces undue imposition on Board of Supervisors Clerk staff, and avoids having to go to each agency's reading file during their hours of operation).

(2) *Some City agencies are not aware of all the Municipal Code Sections that require them to submit reports.*

Failure of agencies to prepare required reports reduces the potential for policy makers to make fully informed decisions. Interviews with various department personnel indicate a varying degree of knowledge of reports required of their department by the Municipal Code. For instance, several departments were unaware of the requirements of Administrative Code, Section 18.13 regarding reporting of overtime. Other departments were unaware of the Annual Report requirements of the Charter, Section 4.103, and Administrative Code, Sections 1.56 and 2A.30. Still others, when other report requirements were brought to their attention, noted they should not be required to submit the information since that information was under the jurisdiction of another department, or that the report requirement should have been changed several years ago following a department reorganization.

Our interviews with various City personnel also revealed a lack of clarity regarding whose responsibility it was to:

- inform departments of their Municipal Code reporting requirements;
- follow up if these requirements were not met; and
- take enforcement action.

Some interviewees believed that the Clerk of the Board of Supervisors should be responsible for ensuring that reminders are sent to agencies that are not submitting required reports. Others believed that it was the responsibility of the Mayor, the City Attorney, or library staff.

The 1997-1998 Civil Grand Jury report on overtime and Administrative Code 18.13 reporting requirement requested a response from the Board

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of Supervisors. The Civil Grand Jury asked essentially that the Board take actions to enforce the Section 18.13 reporting requirements. The Board responded that they had no jurisdiction over the subject departments and, therefore, would not be taking any action. In this light, then it must be the chief executive officer (i.e., the Mayor) who has reminder and enforcement jurisdiction. The Charter, Section 3.100, which notes that the Mayor is responsible for enforcing all laws relating to the City and County, bolsters this position.

Our interviews indicate that the following factors are involved:

- there is no clear authority responsible for reminding agencies of their reporting responsibilities and ensuring compliance;
- there is no process by which agencies might on an annual basis be made aware of their specific report requirements and the requirements of Section 8.16;
- there is a lack of accountability if Municipal Code requirements are not met;
- the Municipal Code is voluminous, and there is no easy method by which a given agency can identify all its reporting requirements;
- there may no longer be any need for some of the reports marked **no report found**, but no action was taken to delete the requirement;
- some agencies may be under the incorrect assumption that a report need not be submitted if there is nothing to report during a given report interval.

(3) *Some agencies send reports directly to the individual Supervisors, rather than through the Board of Supervisors Clerk.*

Several agencies had up-to-date Annual Reports on file at the Public Library, but had out-of-date Reports on file at the Board of Supervisors. When asked about the discrepancy, these departments noted that they had sent their recent Annual Report directly to each of the Supervisors, not to the Clerk. Unlike for Boards and Commissions, regulations for departments do not specifically state that Annual Reports should be sent to the Clerk of the Board of Supervisors. While such a transmittal directly to the Supervisors may fulfill the Municipal Code requirement to submit a report, it is less than satisfactory. Such material then is neither logged into the Clerk's files nor available for public review at the Clerk's Office.

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(4) *The requirements for Annual Reports are not clear.*

The requirements for Annual Reports for departments, boards, and commissions are unclear and, for such a relatively simple requirement, somewhat complex. A fuller discussion of this issue is presented in Appendix A. The applicable Municipal Code requirements are quoted in Attachments 1, 2 and 3 to Appendix A.

In brief, the requirements for Annual Reports from departments are different than for Annual Reports from boards or commissions. For example, departments are required to submit an Annual Report. Boards and commissions may submit either an Annual Report or an Annual Statement of Purpose; however, the Charter allows either option whereas the Administrative Code only discusses the Statement of Purpose. In addition, neither the Charter nor the Administrative Code defines what is a Statement of Purpose or what are its parameters. Nor does the Municipal Code make any qualification to these requirements for advisory boards or commissions.

In summary (and for ease of discussion in the Recommendations section), the findings from the above conclusions are:

- 1) Many agencies do not appear to be following the requirements of Administrative Code 8.16.
- 2) Many people are unaware of the many report requirements in the Municipal Codes.
- 3) Many people are unaware of the requirements of Administrative Code 8.16 requirements to send copies to the Public Library.
- 4) There is no list of all reports and documents that should be available at the Public Library and that also could be used by the library staff to send out reminders or otherwise contact departments to get copies.
- 5) City Attorney overview material does not provide any information regarding Section 8.16.
- 6) There is a lack of clarity as to who within San Francisco City government should be responsible for ensuring that all government agencies are informed of all their requirements. There also is a lack of clarity as to who should monitor compliance with Municipal Code requirements, and enforce the requirements as necessary.
- 7) Municipal Code requirements sometimes are not easy to find. Report requirements are sometimes not well labeled, the indexes for the Municipal Codes are sometimes deficient, and sometimes responsibilities for reports are called out in a part of the Municipal Codes that a given

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- agency would not expect (e.g., Police Department report requirements called out in the Traffic Code).
- 8) Some agencies send their reports directly to each of the Supervisors, rather than sending the reports to the Supervisors through the Clerk's Office.
 - 9) Municipal Code Annual Report requirements are not well-defined (see Appendix A for details).

RECOMMENDATIONS

Finding (1) ***Many agencies do not appear to be following the requirements of Administrative Code Section 8.16 that two copies of all public documents be filed with the Public Library.***

Recommendation

Each agency is requested to respond in writing to the Civil Grand Jury as to whether or not that agency:

- agrees whether or not listed report requirements are correct;
- agrees whether or not report status is correct;
- believes there are any requirements we have omitted;
- intends to send material to the library.

Also, please tell us how you have incorporated, or will incorporate, knowledge of these requirements into any department procedure or other internal process such that staff turnover, etc., will not negatively impact sending required material to the Document Desk of the Public Library. Also, please let us know how you have disseminated this information to your staff.

Required Response

All agencies.

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- Finding (2) ***Many people are unaware of the many report requirements in the Municipal Codes.***

Recommendation

As noted in Charter Section 3.100, the Mayor is responsible for enforcing all laws relating to the City and County. The Mayor or his designee should send a letter to all agencies reminding them of their duty to be aware of code requirements, as well as his expectations regarding their compliance with Code requirements.

Required Response

The Mayor

- Finding (3) ***Many people are unaware of the requirements of Administrative Code 8.16 requirements to send copies to the Public Library.***

Recommendation

The Mayor or his designee should send a letter to all agencies reminding them of their duty to be aware of code requirements, as well as his expectations regarding their compliance with Code requirements.

Required Response

The Mayor

- Finding (4) ***There is no list of all reports and documents that should be available at the Public Library, and that also could be used by the library staff to send out reminders or otherwise contact departments to get copies.***

Recommendation

In response to the recent voter-approved modifications to Administrative Code, Section 67, Administrative Services is in the process of preparing a list of all documents prepared by various agencies. This list will include all agency reports and documents;

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the reports required to be sent to the Public Library are only a subset of this larger list. The information in Table 1 may be of some use to the Administrative Services Department in their task. Once prepared, the Administrative Services list would be a resource for any Library staff action.

Required Response

Administrative Services

Recommendation

The "Posting and Depository Factsheet" currently sent out by Public Library staff as a reminder regarding the requirements of Section 8.16 should be revised. Specifically, the Factsheet notes that copies "should be sent". Our review of Section 8.16 indicates that the requirement supports stronger wording, and we recommend that Library staff change "should" to "shall", possibly using a bold font. We also recommend that the list of official publications be modified to add "reports issued in response to Municipal Code requirements."

Required Response

Public Library, Documents Department

- Finding (5) ***City Attorney overview/training material does not provide any information regarding the requirements of Section 8.16.***

Recommendation

The City Attorney publication, "An Overview of the Laws Governing the Conduct of Public Officials," should be revised to include appropriate guidance to all agencies regarding the requirements of Administrative Code, Section 8.16

Required Response

The City Attorney's Office.

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- Finding (6) ***There is a lack of clarity as to who within San Francisco City government should be responsible for ensuring that all government agencies are informed of all their requirements. There also is a lack of clarity as to who should monitor compliance with Municipal Code requirements, and enforce the requirements as necessary.***

Recommendation

The Mayor or his designee should establish a process to send out an annual reminder letter to all agencies informing them of their duties to be aware of code requirements, as well as his expectations regarding their compliance with Code requirements. This should include an annual review and update of the list of publications that that agency prepared in cooperation with the Administrative Services Department. The Mayor or his designee should also establish a process by which input could be received regarding potential noncompliance.

The Mayor should also formulate a policy regarding actions that would be taken by his office should an agency not follow the requirements of Section 8.16.

Required Response

The Mayor

Recommendation

The Board of Supervisors should tell new agencies about the requirements of Administrative Code 8.16, perhaps by inclusion of specific reference in the resolution or ordinance used to create the agency. City departments and long-standing boards and commissions may retain a "corporate memory" of requirements. Newly-formed agencies that may only be in existence for a year, then produce a final report may not otherwise be notified of any Municipal Code requirements that apply.

Required Response

The Board of Supervisors

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- Finding (7) ***Municipal Code requirements sometimes are not easy to find. Report requirements are sometimes not well labeled, the indexes for the Municipal Codes are sometimes deficient, and sometimes responsibilities for reports are called out in a part of the Municipal Codes that a given agency would not expect (e.g., Police Department report requirements called out in the Traffic Code).***

Recommendation

The Board of Supervisors should study the Municipal Code structure, especially with respect to (a) labeling of report requirements, and (b) how the indexes are established. Report requirements should be better identified.

Required Response

The Board of Supervisors

Recommendation

As the Board is currently doing with its revisions to the Administrative Code, consideration should be given to revising other parts of the Municipal Codes. The Board should review current report requirements for relevance, and consider elimination of those requirements no longer useful.

Required Response

The Board of Supervisors

Recommendation

In its role to prepare and make available a codification of the ordinances of the City and County (Charter Section 6.102), the City Attorney's Office should consider preparing a master index for all Sections of the Charter and Municipal Codes. A master index would make it easier for agencies to identify all requirements that apply to them. The Charter and Municipal Codes are available on the Internet for full-text search, but some searches can result in

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many "hits" to review. A master index could shorten this process. Also, not all members of the public have Internet access.

Required Response

The City Attorney's Office

- Finding (8) ***Some agencies send their reports directly to each of the Supervisors, rather than sending the reports to the Supervisors through the Clerk's Office.***

Recommendation

On a regular basis (perhaps yearly), the Clerk of the Board of Supervisors should send out a reminder letter to all agencies regarding the need to send, through the Office of the Clerk, any documents required to be reported to the Board of Supervisors.

Required Response

Clerk of the Board of Supervisors

- Finding (9) ***Municipal Code Annual Report and Annual Statement of Purpose requirements are not well defined (see Appendix A for details).***

Recommendation

The Board of Supervisors should initiate action to make the following changes to the Administrative Code:

- (a) Administrative Code, Section 1.56, should be revised to allow either the Annual Report or Annual Statement of Purpose option.
- (b) Section 1.56 should be revised to note that the Annual Statement of Purpose and the Mission and Goals statements are equivalent.
- (c) Section 1.56 should be revised to clarify which boards and commissions (all, just those in charter, none that are advisory, etc.) to which it applies.

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- (d) Sections 1.56 and 2A.30 should be revised to indicate to whom the Annual Report should be sent.
- (e) Sections 1.56 and 2A.30 should be revised to indicate Annual Report expectations for those cases where there is both a department and a board or commission (two separate Annual Reports would not be required)
- (f) Consideration should be given to some form of combination of the Annual Report and Customer Service Plan report requirements. Some examples of Annual Reports with specific content requirements include Park and Recreation and the Lead Hazard Reduction Program.

Required Response

Board of Supervisors

ANCILLARY RECOMMENDATIONS

- Finding (10) Some of the findings in this report may be of interest to the Sunshine Task Force.

Recommendation

We recommend that the Task Force review this report for concurrence and followup. For those recommendations with which the Task Force agrees, we request that the Task Force consider sending letters of concurrence to those from whom we have required a response, notifying them of your concurrence.

Required Response

Sunshine Task Force

- Finding (11) Several agencies are placing some of their documents (includes both required and non-required reports) on their Internet web pages. This does put the reports into an easily accessible public space; however, Section 8.16 currently does not specify this as a method for compliance with its provisions. Surprisingly, some of the information was available only on the Internet, not in the Board of Supervisors Clerk's or Public Library files. Also, some of the

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information on the Internet was out of date with respect to material available in the Library. Therefore, we make the following observations:

- Putting a document on the Internet does not meet Administrative Code requirements to send two copies to the Public Library.
- Attention must be paid to keep information on a web page current, unless the agency is also maintaining an archive.
- There are people that do not have ready access to the Internet yet. The Public Library does maintain availability of Internet access for the public, but sometimes it can be difficult to get all the research done in the time usually allotted (1 hour).
- There must be strong document control procedures to ensure that the version placed on the Internet is the same as that issued in paper form. The issue here is that sometimes several earlier drafts or versions of a report exist, and care should be taken to ensure that the correct version is uploaded to the website. Also, following upload there should be restrictions on access so that uploaded files are not inadvertently accessed and modified.
- Sometimes a report has graphs or tables that are not easily presented on the website. Also, if graphs and tables are presented, there remains the issue of access to this information by the blind since software translators may not be able to adequately translate such information.
- Information should be easy to find on the website. Even though the document is on the Internet, it may not be in the most easily found area. Reliance on use of the website search engine is not necessarily the best way, since this essentially presupposes that the public should know that such information is there, or should be there, to be found. If one doesn't know that the information should be available, then one very well may not use a search engine to find it.

Recommendation

A reminder regarding City policy on posting information on the Internet should be developed and communicated to all affected agencies.

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Required Response

The Mayor

Finding (12) During our review of the City and County web pages for documents, we observed that several of the agencies did not have a web page. The recent changes to Administrative Code, Section 67, include direction regarding placement of information on the Internet, specifically Sections 67.9, 67.21-1, 67.29, and 67.29-2. While this is not within the scope of our review, we thought we would compile the statistics and forward them for information to the Sunshine Task Force since we had the data at hand. The statistics are presented in Table 2. These data only indicate that an agency is in some way mentioned on a web page; we intend no endorsement or criticism of the adequacy of information presented.

Recommendation

We recommend that the Task Force discuss Table 2 and the issue of web pages at one of their public meetings.

Required Response

None.

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TABLE 1

INTRODUCTION

A typical entry in Table 1 would look like this:

Department/ Board/ Commission, etc.	Charter/ Code Citation	Report(s)	Current Report?	Clerk, Brd of Supervisors Files	Doc. Desk Library Files	Web/ Other
typical agency name	XY, Z.123 (citation that requires the report or lists agency duties)	report frequency <to whom report is required to be sent>	is there a current report available	(the date of the report found in the files)	<i>(In bold/italic if out of date or not found)</i>	notes regarding reports on web, or other notes

The first column lists the agency name. The next column lists any report requirements or the part of the Municipal Code where the agency duties are identified. Regarding Annual Report requirements, the requirement for the report is first listed, then in parentheses the part of the Code is listed that makes the report requirement applicable to the given department. For instance, Administrative Code, Section 2A.30 applies to departments and elected officials, so 2A.30 would be cited, then in parentheses the part of the Code would be cited that indicates that agency is either a department or elected official. A similar method applies for boards and commissions.

The report column lists the frequency of the report, or that no report is necessary, and the brackets list the required recipients, if any. The next column notes whether or not a current version of the report is available. Given the large number of reports reviewed, we did not attempt to contact each department regarding its reports; this information typically is obtained through a copy of the report found either at the Public Library or in the Clerk's files, unless we had the opportunity to ask a given department during the course of this or other Civil Grand Jury investigations. A given report may be available for public review in the agency's public reading files. However, regarding compliance with Administrative Code, Section 8.16, the availability of a current version of a report is not as important as whether or not a report is also available in the Clerk's files or at the Public Library.

Shaded boxes indicate probable noncompliance with Municipal Code requirements. A report that was not found was noted as **no report found** and the box shaded. For reports that were found, but were not current, the date was identified in **bold italics** and the box again shaded.

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TABLE 1

Boxes where lettering is in ***bold italic***, but the box is not shaded, indicate:

- a report was found to be out of date, but no requirement could be found that caused the report to be issued in the first place. Several agencies appear to not be required to issue reports, but nevertheless have elected to do so. In the cases where such reports were found, we have elected to document them.
- or, the report may have been received but subsequently sent to storage or discarded in accordance with document retention guidelines. This only would apply to the Clerk's files, since the Public Library typically moves older material to the stacks.

The following observations also should be made.

- (1) An entry of "None required" is in reference only to the specific citation; it does not mean that the agency is not responsible for issuing other reports or that Administrative Code, Section 8.16 does not apply to that agency in other regards. A citation associated with "None required" usually is the place in the Code, Ordinance or Resolution where the agency's duties are identified; "None required" only means that those identified duties do not include any report requirements. For example, Table 1 does not include any submittal requirements relative to Administrative Code, Section 18.13. Departments are required to make reports in response to Section 18.13 when certain overtime conditions are met. If those overtime conditions are not met, then no report is made. However, if such reports are made, they should be considered "official published reports" and copies sent to the Public Library. Report requirements that apply to agencies, but which are not included in our review, are:
 - Administrative Code, Section 1.30 (contracts for hazardous material removal)
 - Administrative Code, Section 1.57 (quarterly workers compensation reports by all departments to Risk Manager)
 - Administrative Code, Sections 10.79 – 10.205 (various fund reports)
 - Administrative Code, Section 16.6 (department/board/commission annual reports regarding professional memberships)
 - Administrative Code, Section 17.14 (parking facilities rates and charges)
 - Administrative Code, Section 18.13 (overtime)
 - Administrative Code, Section 23.25 (lease reporting)

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TABLE 1

- Administrative Code, Section 33.7(b) (quarterly reports by all agencies to the Human Resources Department)
- Administrative Code, Section 39.6 (Integrated Pest Management Program)
- Administrative Code, Section 58.5 (department/board/commission annual reports regarding conflict of interest to Ethics Commission)
- Business and Tax Regulations Code, Section 515.01(d)(5) (cultural center annual reports to Arts Commission)

- (2) We attempted to be thorough in our review of report requirements, but there is a possibility that additional report requirements have been overlooked due to wording or location in the Municipal Codes (e.g., in the middle of a long paragraph, with no identification that the paragraph contains such a requirement). However, given the scope of our review, it is unlikely that any overlooked report requirements would have any material impact on the conclusions of this report.
- (3) An agency without a current report may actually no longer be in existence, or may temporarily not be convened. A good example of a defunct agency that had report requirements is the Electronic Information Processing Steering Committee. A good example of an agency currently not convened is the Advisory Committee on Adult Detention. We have attempted where possible to document whether or not an agency is defunct, but sometimes this information is difficult to find. We note that Supervisor Barbara Kaufman has undertaken to review, and revise as necessary, the Administrative Code to among other things eliminate defunct agencies and report requirements no longer needed. This review is to a large extent a thankless task, and we commend Supervisor Kaufman for assuming the responsibility. Several of the report requirements originally identified for this report have subsequently been modified or deleted by her efforts (e.g., reports previously required of the Housing Authority); instances such as these are noted by strikethrough of the requirement.

We have kept defunct agencies in our review in order to develop a more complete study of compliance with Section 8.16. Even if an agency is now defunct, any reports that agency sent to the Public Library still should be available for review. This may not be the case for the Board of Supervisors Clerk's Office files, as discussed in Item 7 below.

- (4) This report does not address any relative usefulness of the required reports. If an agency disagrees with either the need for the report, the content requirements or the assignment of report responsibility to them,

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

then that agency should initiate discussions with the Board of Supervisors or the City Attorney's Office.

- (5) We have attempted to stay abreast of revisions to the Municipal Code, but there is the possibility that changes will occur while this report is in routing for review and publication.
- (6) There is the possibility that we did not recognize that a given report we reviewed at either the Documents Desk of the Public Library or the Clerk of the Board of Supervisors Office in fact fulfilled one of the report requirements. If a relatively long report (e.g., an Annual Report), contained material responsive to another requirement, but did not state this in the report, then it is possible we did not credit the report with fulfilling another report obligation.
- (7) There were several limitations to our review of the Clerk's Office files. The Clerk's office only keeps several past years of material on-hand in the files; older material is either sent to document storage or discarded in accordance with Administrative Code Sections 8.3 and 8.4. In addition, the Clerk's Office only began filing all Annual Reports together in a separate file beginning in 1996. Therefore, reports older than three years ago were not necessarily available at the Clerk's Office for review. However, this should only impact agencies without current reports.

Also, due to possible confidentiality of some of the material in the Clerk's Office files, unlimited access was not possible. We first reviewed the log of incoming correspondence to the Clerk's Office, then requested to review the material that appeared responsive to the various report requirements. It is possible that a title as noted in the log was not truly indicative of the nature of the report; however, we note that the log generally used the same title as on the reports and, therefore, this would be more a consequence of the originating agency than of the Clerk's staff.

Lastly, it is also possible that an agency sent a report directly to individual Supervisors, bypassing the Clerk's Office. In these cases, the Clerk of the Board would have no record of the report nor would a copy be in the Clerk's files.

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Abatement Appeals Board	(see Building Inspection Commission)	Not Applicable (N/A) (typ.)	N/A	N/A	N/A	
Academy of Sciences	C, 16.105	Annual (financial statement) <M, BdS>	unknown	no report found	85/86 (Annual & finance info)	
Department of Administrative Services (City Administrator)	AC, 2A.30 (C, 3.104; C, 4.129 exec branch)	Annual [M, BdS] ⁴	unknown	no report found	81/82	
following depts. report to Admin. but have own entries in Table:	(per City Administrator, each Admin. Svc's dept. responsible for own Annual Report)					
• Agriculture/ Weights and Measures	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
• Animal Care and Control	AC, 32.54	Biannual (loans) <BdS>	unknown	no report found	no report found	
• Convention Facilities	AC, 40.19(e)	Biannual (loans) <BdS>	unknown	no report found	no report found	
• County Clerk	AC, 67.29	Biannual <Sunshine Taskforce>	No – enacted 1999	N/A		
• Elections	AC, 85.7(h)	Annual <BdS>	unknown	no report found	no report found	
• Medical Examiner	AC, 10.98- 1(c)(3)	Biannual (graffiti) <BdS>	unknown	no report found	no report found	see also Graffiti Adv. Bd.
• Public Administrator/ Public Guardian						
• Purchasing						
• Real Property						
• Risk Management						
• Solid Waste Department						
• County Veterans Service Office						

¹ Res. = SF Board of Supervisors Resolution; Ord. = SF Board of Supervisors Ordinance

SF Municipal Code: AC = Administrative Code; B = Building Code; BTC = Business and Tax Regulations Code; CGC = Campaign and Governmental Conduct Code; C = Charter; E = Elections Code; F = Fire Code; H = Health Code; HS = Housing Code; P = Park Code; PL = Planning Code; PO = Police Code; PW = Public Works Code; SU = Subdivision Code; T = Traffic Code

California State Code: EC = Education Code; GC = Government Code; HSC = Health and Safety Code; PC = Penal Code; PU = Public Utilities Code; RTC = Revenue and Taxation Code; SHC = Street and Highway Code; WI = Welfare and Institutions Code

² M = Mayor; BdS = Board of Supervisors; AG = State Attorney General; CA = State of California; DA = District Attorney

³ See Introduction to Table 1 for caveats regarding "no report found."

⁴ AC, 2A.30 does not specify any recipients; M and BdS are assumed to be Annual Report recipients.

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Adult Day Health Care Planning Council	AC, 44.7	None required	N/A	N/A	N/A	
Advisory Committee on Adult Detention	AC, 13.74, 13.75	Annual (facility inspection) <BdS, Sheriff, AG, etc.>	NO	1994	1988	currently not conven- ed
Adult Probation Department ⁵	C, 7.101 (judicial branch)	None required	unknown	95/96	95/96	
Affordable Housing and House Ownership Bond Program	AC, 81.7	Annual (report by Mayor's Office of Housing) <BdS>	N/A	N/A	N/A	
Task Force on African-American Participation	Res. 730-93	Final report only <BdS>	N/A	no report found⁶	no report found	DEFUNCT
Advisory Council to the Commission on the Aging	AC, 5.54	None required	N/A	N/A	N/A – but have 79/80	
Commission on the Aging ⁷	AC, 5.53(e)	Annual <BdS>	YES	no report found	98/99	
	C, 4.103; AC, 1.56 (C, 4.120 exec commission)	Annual or Annual Statement of Purpose	assumed covered by above	N/A	N/A	
Agriculture/ Weights and Measures (Dept. of Consumer Assurance, Regulatory Compliance and Agricultural Standards)	AC, 2A.30 (AC, 1.13-3, 2A.220 exec branch)	Annual [[M, BdS]] ⁴	YES	no report found	1998	
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			

⁵ Not an executive branch unit; therefore, does not appear to fall under AC, 1.56 or 2A.30 Annual Report requirements. However, other Municipal Code sections may require Annual or other report(s).

⁶ BdS/Clerk's Office maintains correspondence for 3 years, then sends it to storage; it is possible that the Clerk's Office received the report, but has sent it to storage.

⁷ Board/Commission is specifically identified in Mayor's annual proposed budget.

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Airport Commission ⁷	C, 4.103; AC, 1.56 (C, 4.115; AC, 2A.170, exec commission)	Annual or Annual Statement of Purpose	assumed covered by dept. report	N/A	N/A	
Airport Department	AC, 2A.30 (AC, 2A.171 exec branch)	Annual [[M, BdS]] ⁴	YES	1995	1999	
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
Airport Noise Committee	Res. 580-87	Annual <M, BdS>	unknown	no report found	no report found	
City-Wide Alcoholism Advisory Board ⁸	HSC, 11805	None required	N/A	N/A	N/A	
	C, 4.103; AC, 1.56 (part of Drug Adv. Bd., exec board)	Annual or Annual Statement of Purpose	unknown	no report found	no report found	
Animal Care and Control Department	AC, 2A.30 (H, 41.5 exec branch)	Annual [[M, BdS]] ⁴	unknown	no report found	no report found	
	H, 41.5	None required	N/A	N/A	N/A	
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
Commission of Animal Control and Welfare ⁹	H, 41.3	Quarterly <BdS>	unknown	no report found	no report found	
	C, 4.103; AC, 1.56 (H, 41.3 exec commission)	Annual or Annual Statement of Purpose	assumed covered by dept. report	N/A	N/A	
Board of (Permit) Appeals ⁷	C, 4.103; AC, 1.56 (C, 4.106 exec board)	Annual or Annual Statement of Purpose	YES	94/95	98/99	
Area Loan Committee (rehab loans)	AC, 32.33, 40.14	None required	N/A	N/A	N/A	

⁸ Board/Commission is not identified in Mayor's annual proposed budget; no associated department is identified in proposed budget either.

⁹ Board/Commission is not identified in Mayor's annual proposed budget; associated dept. is identified in proposed budget.

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Area Rent Committee (residential rehabilitation)	AC, 32.34	None required	N/A	N/A	N/A	
Art Commission ⁷	C, 4.103; AC, 1.56 (C, 5.103; AC, 2A.150 exec commission)	Annual or Annual Statement of Purpose	YES	98/99	97/98	
Asian Art Museum and Commission ⁷	C, 4.103; AC, 1.56 (C, 5.104 exec commission)	Annual or Annual Statement of Purpose	unknown	<i>no report found</i>	<i>92/93</i>	
	AC, 28.14	None required	N/A	N/A	N/A	
Assessment Appeals Board ^{5,8} (Tax Appeals Board)	AC, 2B.16 (legislative branch)	Summaries, recommen- dations <Clerk/BdS>	YES	many Journals of Pro- ceedings	many Journals of Pro- ceedings	
	RTC, 1614		YES	2/2000 changes	2/2000 changes	
Assessor/ Recorder	AC, 2A.30 (C, 6.101 elective officer)	Annual [[M, BdS]] ⁴	unknown	<i>no report found</i>	<i>89/90</i>	
	AC, 10.2	Quarterly <BdS>	unknown	<i>no report found</i>	<i>no report found</i>	
	BTC, 1115.1(a)	Annual (delinq. tax) <BdS>	unknown	<i>no report found</i>	<i>no report found</i>	
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
Audit Advisory Committee (under Controller)	AC, 10.4, 10.4-2	Annual (recommend auditor) <BdS, Controller>	unknown	<i>no report found</i>	<i>no report found</i>	
Automatic Public Toilet Advisory Committee	Ord. 687-94 approved contract, which enacts Committee	None required	N/A	N/A	N/A	
Ballot Simplification Committee	AC, 5.74	None required	N/A	N/A	N/A	DEFUNCT

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
BART	PU, 28770	Annual <BdS>	YES	96/97	1999	
Bicycle Advisory Committee	AC, 5.132	None required	N/A	N/A	N/A – but have 1992	
Board of Supervisors Clerk	AC, 2B.19 (not covered by AC, 2A.30 since are legislative branch)	Biennial report regarding assessment appeals <BdS>	unknown	3/2/98	no report found	req't deleted
	AC, 2B.17	Assessment Appeals reports <applicant/ Assmt Bd>	unknown	N/A	no reports found	
Citizens' Bond Screening Committee	AC, 2.32	None required	N/A	N/A	N/A	DEFUNCT
Budget Office, Mayor's	AC, 88.9(a)(3), 88.9(b)(4)	One-time <M, BdS>	No – not yet in force			
Building Inspection Commission ⁹ (a.k.a. Abatement Appeals Board, Housing Advisory and Appeals Board)	C, 4.103; AC, 1.56 (C, 4.121, D3.750-1 exec commission)	Annual or Annual Statement of Purpose	assumed covered by dept. report	N/A	N/A	
Building Inspection Department Bureau of Bldg. Inspection	HS, 204(f); AC, 2A.30 (C, D3.750-2 exec branch)	Annual <BdS>	YES	no report found	97/98 (and 98/99, 99/00 qtrly rpts)	
	B, 104.2.11	Triennial <Bldg Comm.>	unknown	N/A	no report found	
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
	AC, 41.11(g)	Annual (costs) <BdS>	unknown	no report found	no report found	
	AC, 41.21(a)	Annual <BdS>	unknown	no report found	no report found	

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Board of Examiners ⁹	C, D3.750-4; B, 105.1	None required	N/A	N/A	N/A	
	C, 4.103; AC, 1.56 (C, D3.750-4 exec commission)	Annual or Annual Statement of Purpose	assumed covered by dept. report	N/A	N/A	
Code Advisory Committee	C, D3.750-4; B, 105.4	None required	N/A	N/A	N/A	
Access Appeals Commission ⁹	C, D3.750-4; B, 105.3	None required	N/A	N/A	N/A	
	C, 4.103; AC, 1.56 (C, D3.750-4 exec commission)	Annual or Annual Statement of Purpose	assumed covered by dept. report	N/A	N/A	
Abatement Appeals Board ⁹ (see Building Inspection Commission)	C, D3.750-4; HS, 203; B, 105.2	N/A	N/A	N/A	N/A	
Capital Improvement Advisory Committee	AC, 3.05(2); 3.05(5); 3.08	Annual; updated 6-yr plan <M, BdS>	YES	no report found	1997-2003	req't deleted
	AC, 3.20	None required	N/A	N/A	N/A	
CEDAW Task Force	AC, 12K.4(c)(1)	Biannual <M, BdS>	unknown	no report found	no report found	11/16/98, 5/18/99 reports on web
Central Safety Committee	AC, 16.121- 3(d)	Biannual <BdS>	unknown	no report found	no report found	
Central Suggestion Committee	AC, 16.113	None required (only recommend depts)	N/A	N/A	N/A	DEFUNCT

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Advisory Council to Mayor's Office of Child Care	AC, 20.62(f)	None required	N/A	N/A	N/A	
Child Care, Mayor's Office of	AC, 20.63	None required	N/A	N/A	N/A	
Child Care Planning and Advisory Council	AC, 5.200(c)(2), 5.200(c)(9), 5.200(c)(10)	Quintennial <BdS, School Supt.>	unknown	<i>no report found</i>	<i>no report found</i>	
Children and Families First Commission ⁸	AC, 86.2(c)	Any annual plan revisions <CA>	unknown	N/A	<i>no report found</i>	
	AC, 86.2(d)(2)	Annual audit and report <CA>	unknown	N/A	<i>no report found</i>	
	C, 4.103; AC, 1.56 (AC, 86.1 exec commission)	Annual or Annual Statement of Purpose	unknown	<i>no report found</i>	<i>no report found</i>	
Department of Children, Youth and Families	AC, 3.50	Annual <BdS>	YES	<i>no report found</i>	<i>no report found</i>	web has 00/02 Plan
Citizens Advisory Committee (resident rehab areas)	AC, 32.31	None required	N/A	N/A	N/A	
Citizens Advisory Task Force for the Central Freeway	Res. 541-92	None required	N/A	N/A	N/A – but have prelim. report	
Citizens Award Committee	AC, 16.163	None required	N/A	N/A	N/A	DEFUNCT

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Citizen Complaints, Office of (reports to Police Commission)	AC, 2A.30 (C, 4.127 exec branch)	Annual [<i>{M, BdS}</i>] ⁴	YES	1998	1998	1998
	C, 4.127	Monthly (summary) <no recipient noted>	unknown	<i>no report found</i>	<i>no report found</i>	
	C, 4.127	Quarterly (recommen- dations) <no recipient noted>	unknown	<i>3rd quarter 1999</i>	<i>3rd quarter 1998</i>	<i>4th quarter 1998</i>
	C, 4.127	Quarterly (statistics) <BdS>	unknown	<i>3rd quarter 1999</i>	<i>3rd quarter 1998</i>	<i>4th quarter 1998</i>
City Agency Task Force (lead abatement)	H, 1606	None required	N/A	N/A	N/A	
City Attorney	AC, 2A.30 (C, 6.102 elective officer)	Annual [<i>{M, BdS}</i>] ⁴	unknown	<i>1996</i>	<i>1996</i>	
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
	AC, 33.7(c)	Monthly, Quarterly <Comm. on Status of Women>	unknown	N/A	<i>no reports found</i>	
	AC, 67.21(h)	Annual <Sunshine Task Force>	No – enacted 1999			
Civil Grand Jury	PC, 933 (judicial branch)	Annual <presiding judge, etc.>	YES	1998/99	1998/99	1998/99
Civil Service Commission ⁷	C, 4.103; AC, 1.56 (C, 10.100 exec commission)	Annual or Annual Statement of Purpose	YES	1998/99	1998/99	
	AC, 16.9-24(e)	Annual (affirmative action) <M, BdS>	unknown	<i>no report found</i>	<i>92/93</i>	
	C, A8.404(a), A8.405(a) & (b), A8.405(c) & (f)	Annual (survey) <BdS>	unknown	<i>96/97 (but also have 98/99 transit info)</i>	<i>1976</i>	

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Clean Air Advisory Committee	AC, 85.4	None required	N/A	N/A	N/A	
Community College District Governing Board ^{5,8} (a.k.a. City College and Board)	C, 8.101	unknown	unknown	<i>no report found</i>	<i>88/89</i>	
Community Development, Mayor's Office of	AC, 51A.3(c)	Biannual <BdS>	unknown	<i>no report found</i>	1998/99 annual report	
Community Loan Board ⁸	AC, 35.61	None required	N/A	N/A	N/A	
	C, 4.103; AC, 1.56 (AC, 35.61 exec board)	Annual or Annual Statement of Purpose	unknown	<i>no report found</i>	<i>no report found</i>	
Citizens' Advisory Commission for Constitution Revision ⁸	AC, 16.6-8	None required	N/A	N/A	N/A	
	C, 4.103; AC, 1.56 (AC, 16.6- 8 exec commission)	Annual or Annual Statement of Purpose	unknown	<i>no report found</i>	<i>no report found</i>	
Comprehensive Community Policing and Public Safety Strategy Task Force	Res. 660-95	None required (5-yr plan only, with updates as needed)	N/A	N/A	N/A	
Dept. of Consumer Assurance, Regulatory Compliance and Agricultural Standards	(see Agriculture/ Weights and Measures)	N/A	N/A	N/A	N/A	

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Controller	H, 1635(d)	Annual - Lead Poisoning Fund Report <M, BdS, DPH>	unknown	no report found	no report found	
	PO, 660.4-1	Annual (charitable org finance) <AG, DA>	unknown	N/A	no report found	
	C, 3.105; AC, 2A.30 (AC, 2A.19 exec branch)	Annual [<M, BdS>] ⁴	YES	98/99	97/98	
	C, 9.116	Annual (goals) <M, BdS>	unknown	no report found	no report found	
	C, A8.409-4(d) (w/ bdgt analyst, M Bdgt Office)	Annual (3-yr joint report) <BdS>	YES	Report dated 3/3/00	no report found	Report dated 3/3/99
	AC, 1.19	Annual <BdS>	unknown	no report found	no report found	
	AC, 2.10	Annual <BdS>	YES	no report found	no report found	
	AC, 2.92(b)	Annual <BdS>	unknown	no report found	no report found	
	AC, 2A.19	Annual, 6- and 8- month, Quarterly, Monthly <M, BdS>	unknown	1998/99 6- and 8-month reports, and 2/8/00 6-mo. report	no reports found	1998/99 6- and 8- month reports
	AC, 3.16	Annual <M, BdS>	unknown	no report found	no report found	
	AC, 10.3-2	Annual <BdS>	unknown	no report found	no report found	
	AC, 10.6-1	Annual <BdS>	unknown	no report found	no report found	
	AC, 10A.2	Annual <BdS>	unknown	no report found	no report found	
	AC, 11.44(a)	Biennial (franchises) <BdS>	unknown	no report found	no report found	
	AC, 88.19(b)	One-time <BdS>	No -- not yet in force			
	H, 1175.4	Annual <BdS>	unknown	no report found	no report found	

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Controller (continued)	PO, 2.2	Annual (fees) <BdS>	unknown	no report found	no report found	
	PL, 139(f)	Annual (Park Fund) <BdS>	unknown	no report found	no report found	
	F, 106.18	Annual (fire revenue) <BdS>	No – not yet in force			
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
Convention Facilities	AC, 2A.30 (AC, 10.201 exec branch)	Annual [(M, BdS)] ⁴	unknown	no report found	no report found	
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
County Clerk	AC, 2A.30 (C, 4.131, "clerk" function still part of exec branch)	Annual [(M, BdS)] ⁴	unknown	no report found	no report found	
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
County Transportation Authority (under Board of Supervisors)	Res. 347-89 Ord. 184-88	None required	N/A	N/A	N/A	
	PU, 131266, 131303	Annual budget and progress reports <no recipient noted>	YES	1998 Annual Report; did not find 99/00 budget	1998 Annual Report; 99/00 Budget	
County Transportation Authority Advisory Committee	PU, 131265(d)	None required	N/A	N/A	N/A	
Criminal Justice Council and Executive Committee (Mayor's Office)	Res. 412-82	None required	N/A	N/A	N/A	
Cryptosporidium Task Force	Res. 580-95	Final report only <BdS>	(PUC website also has a report)	no report found⁶	no report found	DEFUNCT

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Delinquency Prevention Commission ⁸	AC, 20.50	None required	N/A	N/A	N/A	
	C, 4.103; AC, 1.56 (AC, 20.50 exec commission)	Annual or Annual Statement of Purpose	YES	96/97	97/98	
Developmental Disabilities Area Board ^{5,8}	WI, 4605	Annual <CA>	unknown	N/A	no report found	
Disability Access Advisory Committee	B, Att. C	None required	N/A	N/A	N/A	
Mayor's Disability Council	AC, 70.2(b)(9), (e)	None required	N/A	N/A	N/A	
Catastrophic Illness Program/Long Term Disability Task Force	Res. 199-99	Final report only <BdS>	N/A	7/9/99	no report found	
Disaster Council	AC, 7.4	None required	N/A	N/A	N/A	
District Attorney	AC, 2A.30 (AC, 2A.70 exec branch; C, 6.103 elective officer)	Annual [M, BdS]] ⁴	unknown	no report found	83/84	Bur. of Invest- igation 1998 avail.
	AC, 36.6	Annual (Witness Program) <BdS>	unknown	no report found	no report found	req't deleted (see P, 13020)
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
Advisory Dogs Off-Leash Task Force	Res. 359-98	None required	N/A	N/A	N/A	
Domestic Violence Task Force	Res. 604-88	Annual <BdS>	unknown	no report found	no report found	
Drug Abuse Advisory Board ⁸	AC, 15.17	None required	N/A	N/A	N/A	
	C, 4.103; AC, 1.56 (AC, 15.17 exec board)	Annual or Annual Statement of Purpose	unknown	no report found	no report found	
Economic Opportunity Council of San Francisco	Res. 79-81	None required	N/A	N/A	N/A	

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Elder Abuse Advisory Committee	Res. 1014-94	None required	N/A	N/A	N/A	DEFUNCT
Elder Abuse Reporting Task Force	Res. 322-92	Final report only <BdS>	N/A	no report found ⁶	no report found	DEFUNCT
Citizens Advisory Committee on Elections	E, 720	Annual <M, BdS, Dir. Admin. Svcs>	unknown	no report found	1993	
Elections Department	AC, 2A.30 (C, 3.104(6); C, 13.104 exec branch)	Annual [<M, BdS>] ⁴	unknown	no report found	no report found	
	C, 13.110(d)	Decennial <BdS>	No – not yet in force			
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
Electrical Advisory Committee	B, Att. C	None required	N/A	N/A	N/A	
Electronic Information Processing Steering Committee	AC, 3-015	Annual <BdS>	unknown	no report found ⁶	no report found	DEFUNCT
Dept. of Emergency Communications (Mayor's Office) ¹⁰	AC, 2A.30 (AC, 2A.200 exec branch)	Annual [<M, BdS>] ⁴	unknown	no report found	78/79	issues qtrly at BdS request
Emergency Medical Care Committee	Res. 463-69	None required	N/A	N/A	N/A	
Emergency Services of San Francisco	AC, 2A.30 (AC, 7.6, 7.7 exec branch)	Annual [<M, BdS>] ⁴	unknown	no report found (but do have quarterly 911 report)	no report found	
Local Emergency Medical Care Committee	AC, 18A.15	None required	N/A	N/A	N/A	DEFUNCT

¹⁰ Emergency Services Dept. stopped publishing an annual report in 1982, according to documentation in the Public Library card catalogue of an 11/23/82 phone call between that dept. and library staff.

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Commission on the Environment ⁹	C, 4.103; AC, 1.56 (C, 4.118 exec commission)	Annual or Annual Statement of Purpose	assumed covered by dept. report	N/A	N/A	
	AC, 21F.10	One-time <BdS>	No – not yet in force			
Department of the Environment (see also Solid Waste Management Program for associated reports)	AC, 2A.30 (C, 4.118 exec branch)	Annual [(M, BdS)] ⁴	YES	<i>no report found</i>	1998	
	AC, 39.6(g)	Biannual <Environ. Comm.>	unknown	N/A	<i>no report found</i>	
	AC, 39.6(g)	Annual <BdS>	unknown	<i>no report found</i>	<i>no report found</i>	1999 IPM Report
	AC, 39.8(c)	One-time <BdS>	unknown	<i>no report found</i>	<i>no report found</i>	
	AC, 82.7, 82.8(j)	One-time <BdS>	unknown	<i>no report found</i>	<i>no report found</i>	
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
Ethics Commission ⁷	C, 4.103; AC, 1.56 (C, 15.100 exec commission)	Annual or Annual Statement of Purpose	YES	<i>96/97</i>	97/98	1998
	C, C3.699- 11(6)	Annual <BdS>	unknown	<i>no report found</i>	<i>no report found</i>	
	CGC, 2.140(e)	Quarterly (lobbyist info) <M, BdS>	unknown	<i>no report found</i>	<i>6/30/97</i>	reports on web
	AC, 46.528(f)	Annual <BdS>	unknown	<i>no report found</i>	<i>no report found</i>	req't deleted
	CGC, 1.520(d)	Quarterly (campaign consultants) <M, BdS>	unknown	<i>no report found</i>	<i>no report found</i>	reports on web
	CGC, 4.130	Annual (whistle- blower) <BdS>	responsi- bility just changed – no report yet			prev. was duty of Improper Govt Activities Unit

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Advisory Committee to the Family Violence Advisory Council	AC, 5.190-5	None required	N/A	N/A	N/A	
Family Violence Advisory Council	AC, 5.190-6(c), 5.190-7	Annual (recommen- dations, etc.) <BdS>	unknown	no report found	no report found	
Farmer's Market Advisory Committee	AC, 9A.5	None required	N/A	N/A	N/A	
Film and Video Arts Commission ⁸	AC, 57.10	Annual <BdS>	unknown	no report found	no report found	
	C, 4.103; AC, 1.56 (AC, 57.10 exec commission)	Annual or .Annual Statement of Purpose	assumed covered by report above	N/A	N/A	
County Public Finance Authority	RTC 7288.2, Res. 48-93	None required	N/A	N/A	N/A	
Public Finance (Office of Mayor)	unknown	None required by SF Codes ¹¹	N/A	N/A – but have 1997	no report found	
Fine Arts Museums	AC, 2A.30 (AC, 2A.155 exec branch)	Annual [M, BdS] ⁴	unknown	no report found	85/87	
	C, 4.103; AC, 1.56 (C, 5.105 exec commission)	Annual or Annual Statement of Purpose	assumed covered by above	N/A	N/A	
Fire Commission ⁹	C, 4.103; AC, 1.56 (C, 4.108 exec commission)	Annual or Annual Statement of Purpose	assumed covered by dept. report	N/A	N/A	

¹¹ Not specifically identified in Municipal Codes, but are part of Mayor's Office. 1997 Report is in response to federal/state bond obligations.

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Fire Department	AC, 2A.30 (AC, 2A.90-96; C, 4.128 exec branch)	Annual [(M, BdS)] ⁴	unknown	96/97	91/92	
	HSC, 13146.1(c)	Annual (jails) <BdS, etc.>	YES	many individual reports	no reports found	
	F, 106.18	Annual (revenue) <Controller>	No – not yet in force			
	F, 107.1	Annual (liens) <BdS>	No – not yet in force			
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
First Source Hiring Administration	AC, 83.6(b)(9)	Annual <M, BdS>	unknown	no report found	no report found	
Forensic Advisory Council (Mental Health Service)	AC, 15.11(d)	None required	N/A	N/A	N/A	
General Hospital	after 1996, covered by DPH report	N/A	N/A	N/A	95/96	
Golden Gate Bridge Highway and Transportation District	SHC, 27122, 27124	None required	N/A	N/A – but have 98/99	N/A – but have 98/99	
Golden Gate Park Concourse Authority (GG Park)	Proposition J June 1998, Section 8 (AC, Appendix 41)	Quarterly <BdS, Rec and Park Comm.>	unknown	no report found	no report found	
Graffiti Advisory Board ⁸ (a.k.a. Graffiti Task Force)	AC, 5.172(a)	Biannual <M, BdS>	unknown	no report found	no report found	see also Admin. Svcs.
	C, 4.103; AC, 1.56 (AC, 5.172 exec board)	Annual or Annual Statement of Purpose	unknown – may be covered by above	no report found	no report found	
Grants for the Arts (Publicity and Advertising Fund)	BTC, 515.01(b)(6), (7), (8)	None required (see M, Vol. Arts Prog.)	N/A	N/A	N/A	website has some disbursement info

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Hazardous Material Advisory Committee	H, 1103.2(e)	Annual <BdS, committee members>	YES	no report found	97/98	
Health Authority	AC, 69.3, Res. 408-94	None required	N/A	N/A	N/A – but have 1998	
Health Service System Board ⁸ (for SF employees)	C, 4.103; AC, 1.56 (C, 12.200 exec board)	Annual or Annual Statement of Purpose	unknown	no report found	92/93	
HIV Health Services Planning Council	Fed. Public Law 101-381, 104-146, Section 2602(b)(2), (3)	None required	N/A	N/A	N/A	
HIV Prevention Planning Council	Dec. 1993 CDC Guidance Document	None required	N/A	N/A	N/A	
Advisory Task Force on Homelessness	Res-685-92	Quarterly <BdS>	unknown	no report found	no report found	DEFUNCT
Housing, Mayor's Office of	AC, 50.12	Biannual <BdS>	unknown	no report found	no report found	
	AC, 81.7; Res. 143-94, I.C.	Annual (HOME Program) <BdS>	YES	1998	no report found	
	SU, 1343(8)	Quarterly (fund status) <BdS>	unknown	no report found	no report found	
Housing Advisory and Appeals Board ⁷ (= Abatement Appeals Board and Bldg Comm.)	HS, 203	see Building Inspection Department, Abatement Appeals Board	N/A	N/A	N/A	
Housing Authority	AC, 12.5(b)	Monthly <M, Controller>	unknown	N/A	no report found	req't deleted
	AC, 12.5(f)	Annual audit report <M, BdS, Controller, AC, etc.>	unknown	no report found	no report found	req't deleted
Housing (Authority) Commission ⁸	C, 4.103; AC, 1.56 (AC, 12.2 exec commission)	Annual or Annual Statement of Purpose	unknown	no report found	1987	web has lots of informa- tion

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Human Resources Department	AC, 2A.30 (C, 10.102 exec branch)	Annual [[M, BdS]] ⁴	unknown	94/95	94/95	
	AC, 10.25- 12(c)	Quarterly (grievance settlements) <BdS>	YES	1/4/00 (for period ending 12/31/99)	no report found	
	AC, 16.9- 25(e)(1), 33.7(b)	Quarterly <Comm. Status Women>	YES	N/A	no report found	(Ann. Rpt notes qtrly reports made)
	AC, 16.9- 25(e)(2)	Annual <M, BdS, etc.>	YES	10/2/98 Annual Report	no report found	
	AC, 16.82(7)	Annual (worker comp.) <BdS>	unknown	no report found	no report found	
	AC, 20.59.12	Biannual <Hum. Svcs Comm.>	unknown	N/A	no report found	
	AC, 20.76.6(g)	Annual <Hum. Svcs Comm.>	unknown	N/A	no report found	
	AC, 33.7(b)	Quarterly <Comm. Status of Women>	no – law recently enacted			
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
Advisory Council on Human Rights	AC, 12A.6	None required	N/A	N/A	N/A	
Human Rights Commission ⁷	AC, 12A.11	Quarterly <M, BdS>	unknown	no report found	no report found	
	AC, 12D.6(B)(2), 12D.A.6(B)(4)	Annual (proposed changes) <BdS>	unknown	no report found	no report found	web only has list of vendors
	AC, 12D.15(B), 12D.A.18(A)	Quarterly <BdS>	YES	3/2/00	no report found	
	AC, 12D.15(C), 12D.A.18(B)	Annual <M, BdS>	unknown	3/2/00	no report found	
	C, 4.103; AC, 1.56 (C, 4.108 exec commission)	Annual or Annual Statement of Purpose	unknown	no report found	84/85	

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Human Services Commission ⁹	C, 4.103; AC, 1.56 (C, 4.111 exec commission)	Annual or Annual Statement of Purpose	assumed covered by dept. report	N/A	N/A	
	AC, 20.38-4	Monthly <BdS>	unknown	no report found	no report found	req't deleted
Human Services Department (a.k.a. Social Services Dept.)	AC, 2A.30 (AC, 20 exec branch)	Annual [M, BdS]] ⁴	YES	98/99	98/99	web has lots of info
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
Immigrant Rights Commission ⁸	AC, 5.201(d)(5)	Annual <M, BdS>	unknown	no report found	no report found	
	C, 4.103; AC, 1.56 (AC, 5.201 exec commission)	Annual or Annual Statement of Purpose	assumed covered by report above	N/A	N/A	
Improper Government Activities Unit	AC, 16.403	Biannual (whistle- blower) <BdS>	unknown	no report found	no report found	DEFUNCT
Industrial Development Authority	AC, 42.22	Quarterly <BdS>	unknown	no report found	no report found	
	AC, 42.22	Annual <BdS>	unknown	no report found	no report found	
Industrial Waste Review Board ⁸	PW, 131	None required	N/A	N/A	N/A	
	C, 4.103; AC, 1.56 (AC, 5.201 exec board)	Annual or Annual Statement of Purpose	unknown	no report found	no report found	
Committee on Information Technology	AC, 3.24	None required	N/A	N/A	N/A	
In Home Supportive Services Public Authority	AC, 70.5	Annual <BdS>	unknown	no report found	96/97	
Interagency Domestic Violence Death Review Team	AC, 5.190-7	Annual (included as part of Family Violence Council report)	N/A	N/A	N/A	

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Interdepartmental Staff Committee on Traffic and Transportation	T, 801(b)(6)	None required	N/A	N/A	N/A	
Internet Economic Impact Task Force	Res. 682-99	Biannual <BdS>	no – enacted 1999			
Japantown Peace Plaza Task Force	unknown	unknown	unknown	unknown	unknown	
Annual Joint Fundraising Drive	AC, 16.93	Annual (drive success) <M, BdS>	unknown	no report found	no report found	
Joint Task Force on the HIV Epidemic	AC, 5-162(a)	Annual <M, BdS>	unknown	no report found⁶	no report found	DEFUNCT
	AC, 5-162(e)	Quarterly <M, BdS, etc.>	unknown	no report found⁶	no report found	
Juvenile Court ⁵	unknown (legislative branch)	None required	unknown	no report found	1989	
	WI, 209	Annual (juv. hall)	unknown	no report found	no report found	
Juvenile Justice Commission ^{5,8} (under Superior Court)	WI, 229	annual (juv. hall inspection) <Juvenile Ct, Bd of Correctns>	unknown	1995	1992	
Juvenile Probation Commission ⁹	C, 4.103; AC, 1.56 (C, 7.102 exec commission)	Annual or Annual Statement of Purpose	assumed covered by dept. report	N/A	N/A	
Juvenile Probation Department (a.k.a. Youth Guidance Center)	AC, 2A.30 (C, 7.102 exec. branch)	Annual [[M, BdS]] ⁴	YES	97/98 (combined)	97/98 (combined)	
Landmarks Preservation Advisory Board ⁸	PL, 1003	None required	N/A	N/A	N/A	
	C, 4.103; AC, 1.56 (PL, 1003 exec board)	Annual or Annual Statement of Purpose	unknown	no report found	no report found	
Laguna Honda	after 1996, covered by DPH report	N/A	N/A	N/A	94/95	

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Childhood Lead Prevention Program	AC, 72.2	None required	N/A	N/A	N/A	
	H, 1609	Annual (report made by DPH) <BdS>	N/A	N/A	N/A	
Lead Hazard Reduction Citizens Advisory Committee	H, 1608(a)(ii)	Annual <BdS>	unknown	<i>no report found</i>	<i>no report found</i>	
Lead Poisoning Prevention Citizens Advisory Committee	H, 1607(c)(1)	Annual <BdS>	unknown	<i>no report found</i>	<i>94/95</i>	
Lesbian/Gay/ Bisexual/Trans- gender/Queer and Questioning Youth Task Force	AC, 12N	None required	N/A	N/A	N/A	
	AC, 30.02	Final report only <BdS>	N/A	<i>no report found (report due by 6/30/99)</i>	<i>no report found</i>	req't deleted
Law Library ⁵	C, 8.103 (judicial branch)	None required	unknown	<i>94/95</i>	<i>87/88</i>	
Bay Area Library and Information System Advisory Board ⁸	EC, 18747, 18749	None required	N/A	N/A	N/A	
	GC, 26909	Annual (finance) <BdS>	unknown	<i>96/97</i>	<i>no report found</i>	
Public Library Commission ⁹	C, 4.103; AC, 1.56 (C, 8.102 exec commission)	Annual or Annual Statement of Purpose	assumed covered by dept. report	N/A	N/A	
Public Library Department	AC, 2A.30 (C, 8.102 exec branch)	Annual [(M, BdS)] ⁴	unknown	<i>1994</i>	<i>95/96</i>	web has several other rpt's
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
Living Wage Task Force	Res. 991-98	None required	N/A	N/A	N/A	
Local Homeless Coordinating Board ⁸	Res. 827-97	None required	N/A	N/A	N/A	
	C, 4.103; AC, 1.56 (Res. 827- 97 exec board)	Annual or Annual Statement of Purpose	unknown	<i>no report found</i>	<i>no report found</i>	

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Long Term Care Pilot Project Task Force	Res. 1024-96, 187-97	None required	N/A	N/A	N/A	
Maternal, Child and Adolescent Health Board ⁴	Res. 664-82	None required	N/A	N/A	N/A	
	C, 4.103; AC, 1.56 (Res. 664- 82 exec board)	Annual or Annual Statement of Purpose	unknown	no report found	no report found	
Mayor	C, 9.101	Annual (budget) <BdS>	YES	1999/2000	1999/ 2000	1999/ 2000 (summary)
• Film and Video Arts Comm.	AC, 12D.8, 12D.A.8(1)	Annual <all City depts>	unknown	no report found	no report found	
• Off. of Emergency Communications	AC, 51.03(c)	biannual (Vol. Arts Contr. Prog) <BdS>	unknown	no report found	no report found	
• Off. of Legislative Affairs	C, 16.108(f)	Children's Services Plan <BdS>	YES	no report found	no report found	see Dept. Children/ Youth/ Families
• Grants for the Arts	AC, 50.12; AC, 81.7; Res. 143-94, I.C.; SU, 1343(8)	(see Off. of Housing)				
• Off. of Community Development	AC, 51A.3(c)	(see Off. of Community Develpmnt)				
• Off. of Housing	AC, 3.50	(see Dept. Children, Youth and Families)				
• Off. of Child Care	AC, 2A.30 (AC, 2A.200 exec branch)	(see Off. of Emergency Cmmnctns)				
• Off. of Neighborhood Services	unknown	(see Off. of Public Finance)				
• Off. of Budget						
• Off. of Economic Development						
• Bureau for Small Business Affairs						
• Public Finance						
• Private Industry Council						
• Criminal Justice Council						

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Medical Examiner/ Coroner	AC, 2A.30 (AC, 10.117-3.1, 16.3-6 exec branch)	Annual [M, BdS]] ⁴	YES	97/98	97/98	
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
Mental Health Board ⁶ (part of Mental Health Service)	AC, 15.14(6)	Annual <BdS>	YES	no report found	97/98	
	C, 4.103; AC, 1.56 (AC, 15.14 exec board)	Annual or Annual Statement of Purpose	assumed covered by above report	N/A	N/A	
Mental Health Service	AC, 15.11(d)	Annual (by DPH director) <BdS>	N/A	N/A	N/A	
Metropolitan Transportation Commission ^{5,8}	GC, 66503, 66513	None required	N/A	N/A	N/A	
	PU, 131202	Annual <no recipient noted>	unknown	no report found	98/99, and many other repts	
Metropolitan Transportation Commission Advisory Committee	PU, 131051(g), 131200(a)	None required	N/A	N/A	N/A	
Mission Bay Hazardous Material Investigation and Remediation Program Citizens Advisory Committee	AC, 5.143(d)	Biannual <BdS>	unknown	no report found	no report found	DEFUNCT
Municipal Government Survey Advisory Committee	AC, 16.4	None required	N/A	N/A	N/A	probably defunct
Municipal Transportation Agency	AC, 2A.30 (AC, 8A.102(g), exec. branch)	Annual [M, BdS]] ⁴	No – not yet in force			
	AC, 8A.106	Annual <M, BdS>	No – not yet in force			

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Municipal Transportation Agency Citizen's Advisory Committee	C, 8A.111	None required	N/A	N/A	N/A	
National Service Blue Ribbon Commission ⁸	Res. 300-93	Annual <BdS>	unknown	no report found	no report found	
	C, 4.103; AC, 1.56 (Res. 300- 93 exec commission)	Annual or Annual Statement of Purpose	assumed covered by above report	N/A	N/A	
National Guard Advisory Council	AC, 5.113	None required	N/A	N/A	N/A	DEFUNCT
Newsrack Advisory Committee	PW, 184.12(d)(5)	None required	N/A	N/A	N/A	
Nonprofit Performing Arts Loan Program	AC, 50.12	Biannual (by Mayor's Office of Housing) <BdS>	N/A	N/A	N/A	
Paratransit Coordinating Council	None – enacted by PUC and PTC	None required	N/A	N/A	N/A	
Park and Open Space Advisory Committee	AC, 5.91 C, 16.107(g)	None required	N/A	N/A	N/A	
Parking Authority	AC, 17.5	Annual (report made by Parking and Traffic Commissn) <BdS>	N/A	N/A	N/A	
	AC, 17.11(a)	One-time <BdS>	No – not yet in force			
	PW, 250.242	Annual (can also be submitted by PUC) <BdS>	unknown – PUC notes reg out of date – referred to city atty	no report found	no report found	

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Parking and Traffic Commission ⁷	C, 4.103; AC, 1.56 (C, 4.116 exec commission)	Annual or Annual Statement of Purpose	assumed covered by dept. report	N/A	N/A	
	C, 8A.112	One-time <M, BdS>	No – enacted 1999			
	AC 17.4	Annual (budget) <BdS>	unknown	no report found	no report found	
	AC, 17.5	Annual (incl. Parking Authority) <BdS>	unknown	no report found	no report found	
Parking and Traffic Department	AC, 2A.30 (AC, 2A.180 exec branch)	Annual [(M, BdS)] ⁴	YES	97/98	98/99	web has some statistics
	T, 48.1	Biannual (accidents) <BdS>	unknown	no report found	no report found	
	T, 806(m)	Annual (street fair costs, with Police) <BdS>	unknown	no report found	no report found	
	AC, 10C.12	Quarterly (with Police) <BdS>	unknown	no report found	no report found	
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
	Res. 892-98 (Valencia St. bicycle lanes)	6-month and 1-year reports	YES	6-month report (12/21/99)	no report found	
Board of Parole Commissioners ^{5,8} (a.k.a. County Parole Board)	PC, 3076	None required	N/A	N/A	N/A	
Mayor's Council on Physical Fitness and Sports	AC, 1.34	None required	N/A	N/A	N/A	DEFUNCT
Planning Commission ⁹	C, 4.103; AC, 1.56 (C, 4.105 exec commission)	Annual or Annual Statement of Purpose	assumed covered by dept. report	N/A	N/A	

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Planning Department	AC, 2A.30 (AC, 2A.51 exec branch)	Annual [<i>(M, BdS)</i>] ⁴	unknown	95/96	95/96	
	PL, 313.13	Annual (affordable housing) <BdS>	YES	no report found	98/99	
	PL, 701.2	Biennial (comm. zones) <BdS>	unknown	no report found	no report found	
	AC, 10E.2	Annual <M, BdS>	unknown	no report found	no report found	may be satisfied w/ yearly Comm. and Industry Inventory
	AC, 10E.3	Quintennial <M, BdS>	unknown	no report found	no report found	
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
Police Commission ⁹	C, 4.103; AC, 1.56 (C, 4.109 exec commission)	Annual or Annual Statement of Purpose	assumed covered by dept. report	N/A	N/A	
	C, 4.127	Annual (civilianize positions) <BdS>	unknown	no report found	no report found	

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Police Department	AC, 2A.30 (AC, 2A.75-82; C, 4.127 exec branch)	Annual [M, BdS] ⁴	unknown	no report found	93/94	dept notes they have quarterly report instead
	T, 109.1(f)	Quarterly (bicycle registration) <BdS, etc>	NO	no report found	no report found	
	T, 109.3(c)	Quarterly (bicycle fund) <BdS, etc>	NO	no report found	no report found	
	T, 100.1(d)(3)	Annual (skaters) <no recipient noted>	unknown	no report found	no report found	report req't sunset clause 12/31/99
	T, 806(m)	Annual (street fair) <BdS>	NO	no report found	no report found	
	AC, 10C.12	Quarterly (with DPT) <BdS>	NO	no report found	no report found	
	PO, 2.2	Annual (fees) <Controller>	unknown	N/A	no report found	
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
Port Commission ⁹	C, 4.103; AC, 1.56 (C, 4.114 exec commission)	Annual or Annual Statement of Purpose	unknown	no report found	1998	web has Water- Front Plan
Private Industry Council (Office of Mayor)	CA Job Training Partnership Act/CA Family Economic Security Act	None required	N/A	N/A – but have 97/98	N/A – but have 97/98	
Task Force on Prostitution	Res. 940-93	Final report only <BdS>	N/A	March 1996 Final Report (note – also on web)	no report found	DELETED

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Public Advisory Committee	B, Att. C	None required	N/A	N/A	N/A	
Public Administrator/ Public Guardian ¹²	AC, 2A.30 (C, 3.104(6) exec branch)	Annual [M, BdS] ⁴	unknown	<i>no report found</i>	<i>82/83</i>	
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
Public Defender	AC, 2A.30 (C, 6.104 elective officer)	Annual [M, BdS] ⁴	YES	<i>no report found</i>	<i>91/92</i>	97/98
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
(Public) Health Commission ⁹	C, 4.110; AC, 1.56 (C, 4.105 exec commission)	Annual or Annual Statement of Purpose	assumed covered by dept. report	N/A	N/A	

¹² Public Administrator/Public Guardian Dept. stopped publishing an annual report after 82/83, according to documentation in the Public Library card catalogue of a 6/15/92 phone call between that dept. and library staff.

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Public Health Department	H, 1103.3(b)	Monthly, <Hzd Mat'l Advisory Comm.>	unknown	N/A	no report found	
	H, 1609	Annual (Childhood Lead Prev. Program) <BdS>	YES	no report found	95/96	1998
	H, 1622	Biannual, lead tests <no recipient noted>	YES	no report found	no report found	91/97 data report
	T, 100.1(d)(3)	Annual (skaters) <no recipient noted>	unknown	no report found	no report found	report req't sunset clause 12/31/99
	AC, 2A.30 (C, 4.110 exec branch)	Annual [(M, BdS)] ⁴	YES	98/99	98/99	98/99
	AC, 15.11(d)	Annual (mental health) <BdS>	unknown	no report found	no report found	
	AC, 15.102	Annual (volunteers) <Risk Dept.>	unknown	N/A	no report found	
	H, 97.2, 291.11, 599(j), 609.3	Annual (delinq. liens)<BdS>	unknown	7/27/98	no report found	
	HSC, 459, 101045	Annual (jails) <BdS, etc.>	YES	May 1999	no report found	
	AC, 8.35(e)	Annual <M, BdS>	unknown	no report found	no report found	
	H, 1175.4	Annual (fees) <Controller>	unknown	N/A	no report found	
	AC, 20.25-1	Annual <BdS>	unknown	no report found	no report found	
	AC, 20.56.15(c)	Annual <BdS>	unknown	no report found	no report found	
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Public Transportation Commission ⁹ (MUNI)	C, 4.103; AC, 1.56 (C, 4.117 exec commission)	Annual or Annual Statement of Purpose	assumed covered by dept. report	N/A	N/A	
Public Transportation Department (MUNI)	AC, 2A.30 (C, 4.117 exec branch)	Annual [[M, BdS]] ⁴	YES	97/98, and 99/09 Transit Plan	97/98, and 99/09 Transit Plan	99/09 Short- Range Plan
	T, 100.1(d)(3)	Annual (skaters) <no recipient noted>	unknown	no report found	no report found	report req't sunset clause 12/31/99
	AC, 10.191(d)	Annual <M, BdS, etc.>	unknown	no report found	no report found	
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
Public Utilities Commission (includes Water, Hetch Hetchy) ⁷	AC, 2A.30 (AC, 2A.130 exec branch)	Annual [[M, BdS]] ⁴	unknown	93/94	96/97	
	C, 4.103; AC, 1.56 (C, 4.112 exec commission)	Annual or Annual Statement of Purpose	covered by AC, 2A.30	N/A	N/A	
	PW, 250.242	Annual (done by Parking Authority?) <BdS>	unknown – see note for Parking Authority			
	PW, 1203(c)	Annual (water) <BdS, DPH, Fire, etc.>	unknown	no report found	no report found	1998
	AC, 8.29(d)	Annual (video fund) <M, BdS>	unknown	no report found	no report found	
	AC, 11.44(b)	Biennial (franchise) <BdS>	No – enacted 3/2000			

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Public Works	AC, 2A.30 (AC, 2A.190; C, 3.104; C, 4.130 exec branch)	Annual [[M, BdS]] ⁴	YES	97/98	97/98	web has 5-year Plan
	PW, 174.9	Annual (delinquencies) <BdS>	NO	no report found	no report found	No delinquencies to report yet
	PW, 2.4.45	Triennial (street damage) <BdS>	No - enacted 1998			
	AC, 6.20(B), 6.60(E), 6.64, 6.66	Quarterly (MBE/WBE) <BdS>	unknown	no report found	no report found	
	PW, 184.12(f)(3)(D)	one-time report <BdS>	unknown	no report found	no report found	
	PW, 250.260(n)	Annual <BdS>	unknown	no report found	no report found	
	PW, 707	Quarterly (sidewalks) <BdS>	unknown	no report found	no report found	
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No - not yet in force			
Purchasing	AC, 2A.30 (C, 4.129 exec branch)	Annual [[M, BdS]] ⁴	unknown	95/96 4th quarter (no annual)	94/95 4th quarter (no annual)	
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No - not yet in force			
Real Property	AC, 2A.30 (AC, 2A.110 exec branch)	Annual [[M, BdS]] ⁴	appears covered by 2A.110	N/A	N/A	
	AC, 2A.110	Annual (w/recommendations) <M, BdS, Controller>	YES	1999	1999	98-99 on web
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No - not yet in force			

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Recreation and Park Commission ⁷	C, 4.103; AC, 1.56 (C, 4.113 exec commission)	Annual or Annual Statement of Purpose	assumed covered by dept. report	N/A	N/A	
Recreation and Park Department	AC, 2A.30 (AC, 2A.111 exec branch)	Annual (C, 16.107(d)(6) and 16.107(e) for content provisions) (AC, 5.91(b) for Advisory Committee input) [(M, BdS)] ⁴	YES	no report found	84/95	97/98, and Open Space Prog. 98/99 also available
	P, 3.18	Quintennial (survey) <BdS>	No – not yet in force			
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
Redevelopment Agency	AC, 24.3	Quarterly <BdS>	unknown	95/96	92/93	
Relocation Appeals Board ⁸	C, 4.103; AC, 1.56 (AC, 24B.6, 24.7 exec board)	Annual or Annual Statement of Purpose	unknown	no report found	84/85	
Rent Stabilization and Arbitration Board ⁷	AC, 37.6(d)	Annual, CPI increase <no recipient noted>	YES	no report found	Fact Sheet #7/99	Fact Sheet #7/99
	AC, 37.6(f)	Biannual <M, BdS>	unknown	no report found	no report found	
	AC, 37.6(j)	Annual <M, BdS>	unknown	97/98	1981	
	AC, 37.6(k)	Monthly <DA>	unknown	N/A	no report found	
	C, 4.103; AC, 1.56 (AC, 37.6 exec board)	Annual or Annual Statement of Purpose	assumed covered by above report	N/A	N/A	
Residential Rehabilitation Loan Committee	AC, 40.15	None required	N/A	N/A	N/A	

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Residential Users Appeals Board ⁸	PW, 149.1	None required	N/A	N/A	N/A	
	C, 4.103; AC, 1.56 (PW, 149 exec board)	Annual or Annual Statement of Purpose	unknown	<i>no report found</i>	<i>no report found</i>	
Retirement System Board ⁸	C, 4.103; AC, 1.56 (C, 12.100 exec board)	Annual or Annual Statement of Purpose	YES	97/98	97/98	
Risk Management	AC, 1.24	Quarterly <BdS>	unknown	<i>no report found</i>	<i>no report found</i>	
	AC, 2A.30 (AC, 10.75 exec branch)	Annual [(M, BdS)] ⁴	unknown	<i>no report found</i>	<i>no report found</i>	
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
	AC, 10.75	Annual (budget) <BdS>	unknown	<i>no report found</i>	<i>no report found</i>	
	AC, 16.83-3(d)	Biannual (workers comp.) <M, BdS>	unknown	<i>no report found</i>	<i>no report found</i>	req't deleted
	ac, 16.127	Annual (bond program) <BdS>	No – enacted 3/2000			
San Mateo Co.- City and County of San Francisco Task Force	Res. 876-82	None required	N/A	N/A	N/A	
Seismic Investigation and Hazard Survey Advisory Committee	B, 105.5.4	Annual <Bldg Comm.>	unknown	N/A	<i>no report found</i>	
Seismic Safety Retrofit Bond Program Board ⁸	AC, 66.6	None required	N/A	N/A	N/A	
	C, 4.103; AC, 1.56 (AC, 66.6 exec board)	Annual or Annual Statement of Purpose	unknown	<i>no report found</i>	<i>no report found</i>	

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Seismic Safety Retrofit Bond Program Advisory Board ⁸	AC, 66.6(c)	None required	N/A	N/A	N/A	
	C, 4.103; AC, 1.56 (AC, 66.6 exec board)	Annual or Annual Statement of Purpose	unknown	no report found	no report found	
Senior Services Plan Task Force	Res. 214-92	Final report only	N/A	no report found⁶	no report found	DEFUNCT
Sheriff	AC 2A.30 (C, 6.105 elective officer)	Annual [(M, BdS)] ⁴	unknown	1995	1993	
	CA, Title XV, Section 1043, 1045	Annual (inmate welfare fund) <BdS>	YES	97/98	no report found	
	PC, 6031; WI, 209, 885 (see also DPH, Fire Dept.)	Biennial (jails) <BdS, etc.>	YES	12/22/98	no report found	this rpt issued by CA Bd of Crrections
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
Shopping Cart Task Force	Res. 357-98	None required (final report only) <BdS>	YES	June 7, 1999 Final Report	no report found	
Skating Advisory Committee	AC, 5.212	None required	N/A	N/A	N/A	
Small Business Affairs, Mayor's Bureau for	AC, 5.122	None required	N/A	N/A	N/A	
Small Business Commission ⁸	AC, 5.121	None required	N/A	N/A	N/A	
	AC, 5.122(b)(7)	Annual <M, BdS>	unknown	1997	no report found	req't deleted
	C, 4.103; AC, 1.56 (AC, 5.121 exec commission)	Annual or Annual Statement of Purpose	unknown	no report found	no report found	
SF Unified School District Board of Education ^{5,7} (County Education Office)	C, 8.100	unknown	unknown	unknown	unknown	

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Social Services Dept.	(see Human Services Dept.)	N/A	N/A	N/A	N/A	
Solid Waste Management Program	AC, 21A.16	Annual <BdS>	YES	97/98	97/98	
	Res. 207-87	One-time plan (haz. waste mgmt plan) <BdS>	YES	1998 (this is an update to the original plan)	no report found	
	AC, 21F.6(a)	One-time <Env. Comm.>	No – not yet in force			
	AC, 21F.8(a)	Pilot Project <Env. Comm.>	No – not yet in force			
	AC, 21F.9	Pilot Project Results <Env. Comm.>	No – not yet in force			
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
Southeast Community Facility Commission ⁸	AC, 54.3	None required	N/A	N/A	N/A	
	C, 4.103; AC, 1.56 (AC, 54.3 exec commission)	Annual or Annual Statement of Purpose	unknown	no report found	no report found	
SRO Hotel Safety and Stabilization Task Force	Res. 868-99	Progress and Final Reports	No – not yet in force			
State Legislation Committee	AC, 5.9	Day after each meeting <BdS>	unknown	no report found	no report found	
Street Artists and Craftsmen Examiners Advisory Committee (Arts Commission)	Ord. 87-72, 41-83	None required	N/A	N/A	N/A	

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Street Utilities Coordinating Committee	AC, 5.60	None required	N/A	N/A	N/A	
Committee for Utility Liaison	AC, 5.63	None required	N/A	N/A	N/A	
Committee for Planning Utility Construction	AC, 5.63	None required	N/A	N/A	N/A	
Citizens Advisory Committee for Street Utility Construction	AC, 5.64	None required	N/A	N/A	N/A	
Structural Advisory Committee	B, 105.6	None required	N/A	N/A	N/A	
Sunshine Ordinance Task Force	AC, 67.21(h)	Annual <no recipient noted>	unknown	no report found	no report found	
	AC, 67.30	Annual <BdS>	unknown	95/96	no report found	
Sustainable Funding for School Arts and Music Task Force	Res. 1127-99	Plan and Final Report	No – not yet in force			
Tax Appeals Board ^{5,8} (= Assessment Appeals Board)	AC, 2B (legislative branch)	see Assessment Appeals Board	N/A	N/A	N/A	
Taxi Commission ⁸	C, 4.103; AC, 1.56 (C, 4.130 exec commission)	Annual or Annual Statement of Purpose	No – began duties in 1999			
Technical Advisory Committee	B, Att. C	None required	N/A	N/A	N/A	
Telecommuni- cations Commission ⁹	C, 4.103; AC, 1.56 (AC, 11.87 exec commission)	Annual or Annual Statement of Purpose	assumed covered by dept. report	N/A	N/A	

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Telecommu- nications and Information Services Department	AC, 2A.30 (AC, 11.86, exec branch)	Annual [(M, BdS)] ⁴	unknown	no report found	no report found	
	AC, 11.44(b)	Biennial (franchise compliance) <BdS>	unknown	no report found	no report found	prev. was duty of commis- sion
	AC, 22B.3	One-time <BdS>	unknown	no report found	no report found	
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
Task Force on Transfer Benefits	AC, 16.9- 29(k)(4)	One-time <M, BdS>	unknown	no report found⁶	no report found	
Transfer Tax Review Board ⁸	BTC, 1115.2	None required	N/A	N/A	N/A	
	C, 4.103; AC, 1.56 (BTC, 1115 exec board)	Annual or Annual Statement of Purpose	unknown	no report found	no report found	
Treasure Island Development Authority Citizens Advisory Board ⁸	Res. 89-99	None required	N/A	N/A	N/A	
	C, 4.103; AC, 1.56 (Res. 89- 99 exec board)	Annual or Annual Statement of Purpose	unknown	no report found	no report found	
Treasure Island Development Authority	Res. 380-97 (approved Treasure Island Bylaws), Art. VIII, Sect. 2	Annual <BdS>	unknown	no report found	no report found	
	Res. 380-97, Sect. 3	Quarterly <BdS>	unknown	no report found	no report found	
	Res. 43-98	None required (final report only) <BdS>	N/A	Final Report, March 1998	no report found	

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Treasurer/Tax Collector	AC, 2A.30 (C, 6.106 elective officer)	Annual [[M, BdS]] ⁴	unknown	98/99	98/99	
	AC, 10.42	Quarterly (claims) <BdS>	YES	1/10/00	<i>no report found</i>	
	BTC, 906(B)(f), (C)(f); BTC 1005.6(f)	Annual (tax credit) <BdS>	YES	1998	<i>no report found</i>	
	PW, 250.393	Annual (as needed) <BdS>	unknown	<i>no report found</i>	<i>no report found</i>	
	C, 16.120; AC, 88.4 (customer service plan)	Annual <BdS>	No – not yet in force			
Treasury Oversight Committee	Res. 125-97; AC, 10.79-5(b)	Annual (audit) <no recipient noted>	unknown	<i>no report found</i>	<i>no report found</i>	
Tree Advisory Board ⁸	PW, 803(c)(2)	Annual <DPW director>	unknown	N/A	<i>no report found</i>	DPW website has list
	C, 4.103; AC, 1.56 (PW, 803 exec board)	Annual or Annual Statement of Purpose	unknown	<i>no report found</i>	<i>no report found</i>	
Trial Courts ⁵ (Superior and Municipal)	C, 7.100 (judicial branch)	None required	unknown	unknown	unknown – but have 97/98 data	
Unreinforced Masonry Building Appeals Board ⁸	B, 105.7	None required	N/A	N/A	N/A	
	C, 4.103; AC, 1.56 (B, 105.7 exec board)	Annual or Annual Statement of Purpose	unknown	<i>no report found</i>	<i>no report found</i>	
Veterans' Affairs Commission ⁸	AC, 5.105	Annual <M, BdS>	unknown	<i>no report found</i>	<i>no report found</i>	
	C, 4.103; AC, 1.56 (B, 105.7 exec board)	Annual or Annual Statement of Purpose	assumed covered by above report	N/A	N/A	
County Veterans Service Officer	AC, 5.108.A- 2(d)	Biannual <BdS>	unknown	<i>no report found</i>	<i>no report found</i>	
	AC, 2A.30 (AC, 5.108.A-2(d) exec branch)	Annual [[M, BdS]] ⁴	unknown	<i>no report found</i>	<i>no report found</i>	

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Victim/Witness Assistance Program Policy Committee	AC, 36.3(d)	Annual/One- time? <no recipient noted>	unknown	no report found	no report found	DEFUNCT
	AC, 36.6	Annual (made by District Attorney)	N/A	N/A	N/A	
Victims of Violence Advisory Committee	AC, 36A-3	Annual <BdS>	unknown	no report found	no report found	DEFUNCT
Video Display Terminal Advisory Committee	H, 1303(f)	Annual <BdS, Public Health Comm.>	unknown	no report found	no report found	
	H, 1306	One-time report (recommend research) <BdS>	N/A	no report found	no report found	
Voluntary Arts Contributions Program	AC, 51.03(c)	Biannual (report made by Mayor) <BdS>	N/A	N/A	N/A	
War Memorial, Board of Trustees ⁷	C, 4.103; AC, 1.56 (C, 5.106 exec board)	Annual or Annual Statement of Purpose	unknown	no report found	83/84	
Citizens Advisory Committee on Wastewater Management	Res. 19-73	None required	N/A	N/A	N/A	
Water Pollution Control Committee	AC, 5.20	None required	N/A	N/A	N/A	DEFUNCT

NEGLECT OF REPORTING REQUIREMENTS

TABLE 1

Department/ Board/ Commission, etc.	Charter/ Code Citation ¹	Report(s) ²	Current Report?	Clerk/Brd of Supervisors Files ³	Doc. Desk Library Files ³	Web/ Other
Commission on the Status of Women ⁷	C, 4.103; AC, 1.56 (C, 4.119 exec commission)	Annual or Annual Statement of Purpose	YES	97/98	97/98	97/98 ¹³
	AC, 12K.3(b)(2)	One-time <BdS>	unknown	<i>no report found</i>	<i>no report found</i>	
	AC, 12K.3(b)(3)	One-time <BdS>	unknown	<i>no report found</i>	<i>no report found</i>	
	AC, 33.6	Biannual <M, BdS>	YES	98/99 Mid- Year Report	<i>no report found</i>	
Workers' Compensation Task Force	AC, 16-83-3(d)	Biannual (made by Risk Manager)	N/A	N/A	N/A	DEFUNCT
Workforce Development Advisory Committee	AC, 83.8	None required	N/A	N/A	N/A	
Youth Commission ⁵ (under BdS)	C, 4.124(g)	Annual <BdS>	unknown	<i>no report found</i>	<i>no report found</i>	98/99
Youth and Children Services Contributions Program	AC, 51A.3(c)	Biannual (report by Mayor's Office of Community Developmnt)	N/A	N/A	N/A	
Youth Guidance Center	(see Juvenile Probation Dept.)	N/A	N/A	N/A	N/A	

¹³ Web notes that 1997/98 Annual Report is available for purchase; full text not available.

NEGLECT OF REPORTING REQUIREMENTS

TABLE 2

ORGANIZATION	HAS WEB PAGE	NO WEB PAGE
Elected Departments		
Mayor	X	
Assessor/Recorder	X	
City Attorney	X	
District Attorney	X	
Sheriff	X	
Treasurer/Tax Collector	X	
Legislative Bodies		
Board of Supervisors	X	
Clerk, Board of Supervisors	X	
Budget Analyst	X	
Legislative Analyst	X	
(following are under legislative, but listed elsewhere:		
Youth Commission		
Assessment Appeals Board		
County Transportation Authority)		
Judicial		
Adult Probation Department	X	
Civil Grand Jury	X	
Juvenile Court		X
Juvenile Justice Commission		X
Law Library	X	
Trial Courts	X	
Authorities/Agencies		
County Transportation Authority	X	
County Public Finance Authority		X
Golden Gate Concourse Authority		X
Health Authority		X
Housing Authority	X	
Industrial Development Authority		X
In Home Supportive Services Public Authority		X

NEGLECT OF REPORTING REQUIREMENTS

TABLE 2

ORGANIZATION	HAS WEB PAGE	NO WEB PAGE
Parking Authority		X
Redevelopment Agency	X	
Treasure Island Development Authority	X	
Executive Departments		
Mayor's Office of Budget		X
Child Care		X
Community Development	X	
Disability	X	
Economic Development	X	
Dept. of Emergency Communications	X	
Public Finance		X
Grants for the Arts	X	
Housing	X	
Legislative Affairs	X	
Neighborhood Services	X	
Bureau for Small Business Affairs		X
(following are under Mayor, but listed elsewhere		
Criminal Justice Council and Executive Committee		
Film and Video Arts Commission		
Private Industry Council)		
Administrative Services Dept.	X	
Agriculture, Weights and Measures (a.k.a. Dept. of Consumer Assurance, Regulatory Compliance and Agriculture Standards)	X	
Airport Dept.	X	
Animal Care and Control Dept.	X	
Building Inspection Dept.	X	
Dept. of Children, Youth and Families	X	
Office of Citizen Complaints	X	
Controller	X	
Convention Facilities	X	
County Clerk	X	
Elections Dept.	X	
Emergency Services of San Francisco		X
Dept. of the Environment	X	
Fine Arts Museums	X	
Fire Department	X	
Human Resources Dept.	X	

NEGLECT OF REPORTING REQUIREMENTS

TABLE 2

ORGANIZATION	HAS WEB PAGE	NO WEB PAGE
Human Services Dept. (a.k.a. Social Services Dept.)	X	
Juvenile Probation Dept. (a.k.a. Youth Guidance Center)		X
Public Library Dept.	X	
Medical Examiner/Coroner	X	
Municipal Transportation Agency		X
Parking and Traffic Dept.	X	
Planning Dept.	X	
Police Dept.	X	
Public Administrator/Public Guardian	X	
Public Defender	X	
Public Health Dept.	X	
Public Transportation Dept.	X	
Public Utility Depts	X	
Bureau of Commercial Land Management	X	
Bureau of Energy Conservation	X	
Bureau of Light, Heat and Power	X	
City Distribution Division	X	
Hetch Hetchy Water and Power	X	
Water Pollution Control	X	
Water Quality Bureau	X	
Water Supply and Treatment	X	
Public Works Dept.	X	
Purchasing	X	
Real Property	X	
Recreation and Park Dept.	X	
Risk Management Dept.	X	
Solid Waste Management Program	X	
Telecommunications and Information Services Department		X
County Veterans Service Officer	X	
Boards/Commissions		
CHARTER		
Access Appeals Commission (under Building Inspection Commission)		X
Commission on the Aging		X
Airport Commission	X	
Board of (Permit) Appeals	X	
Art Commission	X	

NEGLECT OF REPORTING REQUIREMENTS

TABLE 2

ORGANIZATION	HAS WEB PAGE	NO WEB PAGE
Asian Art Museum and Commission	X	
Building Inspection Commission (a.k.a. Abatement Appeals Board, Housing Advisory and Appeals Board, Building Inspection Commission)	X	
Board of Examiners (under Building Inspection Commission)		X
Civil Service Commission	X	
Commission on the Environment	X	
Ethics Commission	X	
Fire Commission		X
Health Service System Board		X
Human Rights Commission	X	
Human Services Commission	X	
Juvenile Probation Commission		X
Public Library Commission	X	
Parking and Traffic Commission	X	
Planning Commission	X	
Police Commission	X	
Port Commission	X	
(Public) Health Commission	X	
Public Transportation Commission	X	
Public Utilities Commission	X	
Recreation and Park Commission	X	
Retirement System Board	X	
Taxi Commission		X
War Memorial, Board of Trustees		X
Commission on the Status of Women	X	
Youth Commission	X	
NON-CHARTER		
Commission of Animal Control and Welfare		X
Assessment Appeals Board (a.k.a. Tax Appeals Board)	X	
Children and Families First Commission		X
Community Loan Board		X
Delinquency Prevention Commission		X
Developmental Disabilities Area Board		X
Film and Video Art Commission	X	
Housing (Authority) Commission	X	
Immigrant Rights Commission		X
Industrial Waste Review Board		X
Local Homeless Coordinating Board		X

NEGLECT OF REPORTING REQUIREMENTS

TABLE 2

ORGANIZATION	HAS WEB PAGE	NO WEB PAGE
Maternal, Child and Adolescent Health Board		X
Mental Health Board (Mental Health Service)	X	
Metropolitan Transportation Commission (NOTE: MTC has website at mtc.ca.gov, but SF website sf.gov has no link to it)		X
National Blue Ribbon Commission		X
Board of Parole Commissioners		X
Relocation Appeals Board		X
Rent Stabilization and Arbitration Board	X	
Residential Users Appeals Board		X
Seismic Safety Retrofit Bond Program Board		X
Small Business Commission	X	
Southeast Community Facility Commission		X
Telecommunications Commission	X	
Transfer Tax Review Board		X
Unreinforced Masonry Building Appeals Board		X
Veteran's Affairs Commission		X
Committees/Councils		
Adult Day Health Care Planning Council		X
Airport Noise Committee		X
Area Loan Committee		X
Area Rent Committee		X
Central Safety Committee		X
Criminal Justice Council and Executive Committee		X
Mayor's Disability Council	X	
Disaster Council		X
Economic Opportunity Council of San Francisco		X
Emergency Medical Care Committee		X
First Source Hiring Administration		X
HIV Health Services Planning Council		X
HIV Prevention Planning Council	X	
Committee on Information Technology		X
Annual Joint Fundraising Drive		X
Paratransit Coordinating Council		X
Private Industry Council		X
Residential Rehabilitation Loan Committee		X
State Legislation Committee		X
Street Utilities Coordinating Committee		X

NEGLECT OF REPORTING REQUIREMENTS

TABLE 2

ORGANIZATION	HAS WEB PAGE	NO WEB PAGE
Interdepartmental Staff Committee on Traffic and Transportation		X
Committee for Utility Liaison		X
Committee for Planning Utility Construction		X
Treasury Oversight Committee		X
Advisory Commissions/Committees/Boards/Councils/Task Forces		
Advisory Committee on Adult Detention		X
Advisory Council to the Commission on the Aging		X
City-Wide Alcoholism Advisory Board		X
Audit Advisory Committee		X
Automatic Public Toilet Advisory Committee		X
Bicycle Advisory Committee		X
Code Advisory Committee		X
Capital Improvement Advisory Committee		X
CEDAW Task Force	X	
Advisory Council to Mayor's Office of Child Care		X
Child Care Planning and Advisory Council	X	
Citizens Advisory Committee		X
Citizens Advisory Task Force for the Central Freeway		X
City Agency Task Force		X
Clean Air Advisory Committee		X
Citizen's Advisory Commission for Constitution Revision		X
Comprehensive Community Policing and Public Safety Strategy Task Force		X
County Transportation Authority Advisory Committee	X	
Disability Access Advisory Committee		X
Catastrophic Illness Program/Long Term Disability Task Force		X
Advisory Dogs Off-Leash Task Force		X
Domestic Violence Task Force		X
Drug Abuse Advisory Board		X
Citizens Advisory Committee on Elections	X	
Electrical Advisory Committee		X
Advisory Committee to the Family Violence Advisory Council		X
Family Violence Advisory Council		X
Farmer's Market Advisory Committee		X
Forensic Advisory Council		X
Graffiti Advisory Board		X

NEGLECT OF REPORTING REQUIREMENTS

TABLE 2

ORGANIZATION	HAS WEB PAGE	NO WEB PAGE
Hazardous Materials Advisory Committee		X
Advisory Council on Human Rights		X
Interagency Domestic Violence Death Review Team		X
Internet Economic Impact Task Force		X
Japantown Peace Plaza Task Force		X
Landmarks Preservation Advisory Board	X	
Lead Hazard Reduction Citizens Advisory Committee	X	
Lead Poisoning Prevention Citizens Advisory Committee	X	
Lesbian/Bay/Bisexual/Transgender/Queer and Questioning Youth Task Force	X	
Bay Area Library and Information System Advisory Board		X
Living Wage Task Force		X
Long Term Care Pilot Project Task Force		X
Metropolitan Transportation Commission Advisory Committee (see comment above at MTC; no link)		X
Municipal Transportation Agency Citizen's Advisory Committee		X
Newsrack Advisory Committee		X
Park and Open Space Advisory Committee		X
Public Advisory Committee		X
San Mateo County - City and County of San Francisco Task Force		X
Seismic Investigation and Hazard Survey Advisory Committee		X
Seismic Safety Retrofit Bond Program Advisory Board		X
Shopping Cart Task Force		X
Skating Advisory Committee		X
SRO Hotel Safety and Stabilization Task Force		X
Street Artists and Craftsmen Examiners Advisory Committee		X
Citizens Advisory Committee for Street Utility Construction		X
Structural Advisory Committee		X
Sunshine Task Force	X	
Sustainable Funding for School Arts and Music Task Force		X
Technical Advisory Committee		X
Task Force on Transfer Benefits		X
Treasure Island Development Authority Citizens Advisory Board		X
Tree Advisory Board		X
Video Display Terminal Advisory Committee		X
Citizens Advisory Committee on Wastewater Management		X
Workforce Development Advisory Committee		X

NEGLECT OF REPORTING REQUIREMENTS

TABLE 2

ORGANIZATION	HAS WEB PAGE	NO WEB PAGE
Other		
Academy of Sciences	X	
Community College District Governing Board	X	
Golden Gate Bridge Highway Transportation District	X	
SF Unified School District Board of Education	X	

NEGLECT OF REPORTING REQUIREMENTS

APPENDIX A

REVIEW OF ANNUAL REPORT REGULATIONS

Requirements for preparation and filing of Annual Reports may be separated into: (1) board and commission Annual Reports; (2) executive department and elected official Annual Reports.

Annual Report Requirements for Boards and Commissions

Annual Report requirements for boards and commissions are contained in Charter Sections 4.100, 4.102 and 4.103, and Administrative Code Sections 1.56 and 8.16 (see Attachment 1 for texts).

Charter Section 4.103 specifies that each board and commission shall be required by ordinance to prepare an Annual Report either to be filed with the Mayor and Clerk of the Board of Supervisors or to be included in an Annual Statement of Purpose. Section 4.102 notes that an Annual Statement of Purpose would outline areas of jurisdiction, authorities, purpose and goals, subject to review and approval by the Mayor and the Board of Supervisors.

Section 1.56 of the Administrative Code requires every board or commission to "prepare an annual report describing its activities as part of the Annual Statement of Purpose required under Charter Section 4.102(2). Therefore, Section 1.56 fulfills the requirement of Charter Section 4.103 to require "by ordinance" that Annual Reports be prepared.

However, there are several problems related to the current regulations.

- (1) Section 1.56 does not allow for the "either" option that Charter Section 4.103 allows. Charter Section 4.103 allows an Annual Report to be submitted either with or independently of an Annual Statement of Purpose. Section 1.56 mandates only that the Annual Report shall be part of the Annual Statement of Purpose. Section 1.56 should be revised to allow either option as noted in Charter Section 4.103.
- (2) Though the Charter and Administrative Code refer to an Annual Statement of Purpose, we did not find any document labeled "Annual Statement of Purpose" in any of our reviews for this report, including in the Mayor's proposed budgets for 1998-99 and 1999-00. Further, no one we interviewed knew of any agency that had ever submitted an "Annual Statement of Purpose."

NEGLECT OF REPORTING REQUIREMENTS

Personnel involved with the 1996 Charter revision indicated that there had been some thought that the "Annual Statement of Purpose" would be equivalent to the Mission and Goals Statements as required by Administrative Code, Section 3.5, which discusses preparation of the budget (see also Section 3.6 and Charter, Section 9.101 for other budget content requirements, Attachment 3). This would make sense, since there is a large degree of similarity between the contents requirements for the Annual Statement of Purpose and the Missions and Goals statements.

Also, the Mission and Goals statements in the budget receive review and approval by the Mayor and the Board of Supervisors, which also is a requirement for the Annual Statement of Purpose.

Assuming the above is the case, then in a legal sense no agency currently is in compliance with Section 1.56, since no agency has submitted a report labeled "Annual Statement of Purpose," nor is there any item in the proposed budgets identified as an "Annual Statement of Purpose" or "Annual Report." However, the issue could be easily resolved if Section 1.56 were to be revised to note that the "Annual Statement of Purpose" and the Mission and Goals statements" were equivalent.

- (3) The Charter and Administrative Code sections do not specify that their requirements are applicable only to certain types of Boards and Commissions. There are 30 Boards and Commissions identified in the Charter and 26 non-Charter Boards and Commissions (see Table 2, which presents website information, but also identifies types of boards and commissions). There also are nine Advisory Boards and Commissions (including the Landmarks Preservation Advisory Board and Treasure Island Development Authority Advisory Board). For the purposes of this investigation, we assume that Annual Report requirements apply to all boards and commissions, including the advisory boards and commissions. However, since advisory boards and commissions do not necessarily have support staff for such an effort, consideration should be given to inserting clarifying text in the appropriate sections of the Municipal Code.
- (3) Regulations do not address Annual Report responsibilities in those instances where there is both a department and an associated commission or board (e.g., the Public Library Commission and the Public Library Department, or the Health Commission and the Public Health Department). If a department issues an Annual Report, does this then fulfill any Annual Report requirements for the associated board or

NEGLECT OF REPORTING REQUIREMENTS

commission? From a wise use of public resources point of view, this assumption makes sense. We also assume that a department and its board or commission are synchronous regarding material that would be placed in such a report. While such an assumption might make sense, we still observe that current regulations do not address the issue.

From a better use of government resources point of view, we also note that regulations were recently enacted to require that departments submit annual Customer Service Plans (Administrative Code, Section 88). It would seem to make sense that consideration be given to combining the Customer Service Plan report requirements with the Annual Report requirements for departments and their associated boards and commissions, or at least giving the option in regulations of such a combination.

For the purposes of this report, we have noted where Annual Reports would be required, then made some assumptions. If a Board or Commission already issues an Annual Report, has in the past, or is otherwise required by the Municipal Codes to issue a report that can be credited as fulfilling the Annual Report requirement, then we have noted this. If a department associated with a Board or Commission issues an Annual Report, we have assumed that the department and Board or Commission essentially speak as one, such that the departmental Annual Report covers the requirement for the Board or Commission. For Boards and Commissions not covered by either of the above methods, one possibly could review the Mayor's proposed budget to see if adequate information is contained there, but we have not credited this method since the Municipal Code requirements are not clear. However, for reference in Table 1 we have footnoted those Boards and Commissions that appear in the budget and those that do not.

Annual Report Requirements for Elective Officers and Department Heads

Regulations for Elective Officers and Department Heads are contained in Charter Section 4.100 and Administrative Code Sections 2A.30 and 8.16 (see Attachment 2). Section 2A.30 first defines which personnel have the powers and duties of a department head (in essence the executive branch of government under the Mayor and elected officials not part of the legislative or judicial branches), then notes that each such department head shall file an Annual Report.

NEGLECT OF REPORTING REQUIREMENTS

It is interesting to note that Section 2A.30 does not specify to whom the Annual Report is to be submitted, unlike the requirements for Boards and Commissions. In the absence of specific requirement, the Civil Grand Jury assumes that submittal requirements are identical to those for Boards and Commissions in Charter Section 4.103, which are the Mayor and the Clerk of the Board of Supervisors.

The content of Annual Reports varies, in some cases quite substantially. There are several agencies for which regulations prescribe detailed content requirements (Park and Recreation, the Lead Hazard Reduction Citizen Committee (H, 1608(a)(ii), DPH annual lead report (H, 1609)); however, for most others the requirements are not specific. We particularly appreciated one Annual Report that was basically a year-end speech by the administrator that the department had then submitted as its Annual Report. Some Annual Reports tend toward the general, perhaps even toward the boilerplate. The Board of Supervisors should review Annual Report requirements with an eye toward more standardization.

NEGLECT OF REPORTING REQUIREMENTS

APPENDIX A

ATTACHMENT 1 Current Regulations – Boards and Commissions

(1) Charter, Section 4.100, "General"

"In addition to the office of the Mayor, the executive branch of the City and County shall be composed of departments, appointive boards, commissions and other units of government. To the extent law permits, each appointive board, commission, or other unit of government of the City and County established by state or federal law shall be subject to the provisions of this Article and this Charter."

(2) Charter, Section 4.102, "Boards and Commissions – Powers and Duties"

Unless otherwise provided in this Charter, each appointive board, commission or other unit of government of the executive branch of the City and County shall:

1. Formulate, evaluate and approve goals, objectives, plans and programs and set policies consistent with the overall objectives of the City and County, as established by the Mayor and the Board of Supervisors through the adoption of City legislation;
2. Develop and keep current an Annual Statement of Purpose outlining its areas of jurisdiction, authorities, purpose and goals, subject to review and approval by the Mayor and the Board of Supervisors;"

(3) Charter, Section 4.103, "Boards and Commissions - Annual Report"

"As of the operative date of this Charter and until this requirement is changed by the Board of Supervisors, each board and commission of the City and County shall be required by ordinance to prepare an annual report describing its activities, and shall file such report with the Mayor and the Clerk of the Board of Supervisors. The Annual Report can be included in the Annual Statement of Purpose as provided for in Section 4.102(2)."

NEGLECT OF REPORTING REQUIREMENTS

(4) Administrative Code, Section 1.56, "Annual Reports"

"Every board or commission of the City and County shall prepare an annual report describing its activities as part of the Annual Statement of Purpose required under Charter Section 4.102(2). The report shall contain a general summary of the department's services and programs presented in terms and format accessible to the average citizen, and any highlights and achievements of the prior year that the department wishes to include."

(Added by Ord. 311-98, App. 10/16/98)

(5) Administrative Code, Section 8.16, "Filing of Annual Reports and Official Documents with San Francisco Public Library"

"It shall be the duty of every official, board, commission, or department, who or which publishes an annual report or other official published documents, relative to the affairs under his or her or its control or related to his or her or its functions, to file at least two copies thereof with the Documents Department of the San Francisco Public Library within 10 days after publication of each such report or document."

The reports of documents required to be filed pursuant to the provisions this Section shall be made available by the Documents Department for reference thereto by the People of the City and County."

Any violation of the provisions of this Section on the part of any elective officer or any member of any board or commission shall be deemed to be official misconduct and any violation of the provisions of this Section on the part of any employee shall be deemed to be inattention to duties and considered cause for suspension or dismissal from service."

The provisions of this Section shall be deemed directory only. Failure to comply with the provisions of this Section shall not provide a basis for invalidating any action taken."

(Amended by Ord. 51-87, App. 2/27/87)

(6) Charter, Section 15.104, "Penalty for Official Misconduct"

"Any person found guilty of official misconduct shall forfeit his or her office, and shall be forever after disbarred and disqualified from being elected, appointed or employed in the service of the City and County."

NEGLECT OF REPORTING REQUIREMENTS

- (7) Charter, Section 16.112, "Citizen Participation; Public Notices, Hearings and Access to Public Documents"

"The publication of and full public access to public documents, except for those subject to confidentiality, shall be as required by law."

- (8) For contrast with Section 8.16, Administrative Code Section 8.7 notes the following:

- (a) Before any book, document, photograph, map, architectural drawing, record, bond certificate, or other material of historical significance is destroyed, the following procedure shall be observed:

- (1) It shall be offered by the officer concerned, i.e., the Mayor or the Mayor's designee, or by boards or commissions for departments under their respective jurisdiction, the San Francisco History Room of the San Francisco Public Library;
- (2) Such items not accepted by the San Francisco Public Library may be sold by the office of the Mayor, together with copies thereof, under provisions of Section 8.12-2 of the Administrative Code;
- (3) In the event the Public Library declines to accept said historical material, or after sale thereof by the Mayor, any remaining such historical material may be offered to an historical society.

- (b) After all the steps outlined in Paragraph (a) above have been observed, any remaining historical records, as well as any large volume of records without historic significance which are to be destroyed, shall be offered for sale by the City Purchaser.

NEGLECT OF REPORTING REQUIREMENTS

APPENDIX A

ATTACHMENT 2

Current Regulations – Departments and Elected Officers

- (1) Charter, Section 4.100, "General"

"In addition to the office of the Mayor, the executive branch of the City and County shall be composed of departments, appointive boards, commissions and other units of government. To the extent law permits, each appointive board, commission, or other unit of government of the City and County established by state or federal law shall be subject to the provisions of this Article and this Charter."

- (2) Administrative Code, Section 2A.30, "Department Heads"

"Each elective officer in charge of an administrative office, the chief executive under a board or commission, the Controller, and each department head appointed by the Mayor shall have the powers and duties of a department head, except as otherwise specifically provided in the Charter."

Each department head shall be immediately responsible for the administration of his or her department, and shall file an annual report and make such other reports, estimates and recommendations at the time and in the manner required by law, or as required by the Mayor, board or commission."

- (3) Administrative Code, Section 8.16, "Filing of Annual Reports and Official Documents with San Francisco Public Library"

"It shall be the duty of every official, board, commission, or department, who or which publishes an annual report or other official published documents, relative to the affairs under his or her or its control or related to his or her or its functions, to file at least two copies thereof with the Documents Department of the San Francisco Public Library within 10 days after publication of each such report or document."

The reports of documents required to be filed pursuant to the provisions this Section shall be made available by the Documents Department for reference thereto by the People of the City and County."

NEGLECT OF REPORTING REQUIREMENTS

Any violation of the provisions of this Section on the part of any elective officer or any member of any board or commission shall be deemed to be official misconduct and any violation of the provisions of this Section on the part of any employee shall be deemed to be inattention to duties and considered cause for suspension or dismissal from service."

The provisions of this Section shall be deemed directory only. Failure to comply with the provisions of this Section shall not provide a basis for invalidating any action taken." (Amended by Ord. 51-87, App. 2/27/87)

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- (3) In the event the Public Library declines to accept said historical material, or after sale thereof by the Mayor, any

NEGLECT OF REPORTING REQUIREMENTS

remaining such historical material may be offered to an historical society.

- (b) After all the steps outlined in Paragraph (a) above have been observed, any remaining historical records, as well as any large volume of records without historic significance which are to be destroyed, shall be offered for sale by the City Purchaser.

NEGLECT OF REPORTING REQUIREMENTS

APPENDIX A

ATTACHMENT 3

Current Budget Regulations

- (1) Administrative Code, Section 3.5, "Long-Term Departmental and Agency Budget Planning – Setting Goals and Strategies, Developing Strategic Plans"

"The policies resulting from this Section are intended to help the Mayor, the Board of Supervisors, the City's boards, commissions, and departments, the Redevelopment Agency and the courts, to develop and effect clear policies that will promote the City's long-term prosperity. So intended, these policies and documents shall not legally bind the Mayor, the Board of Supervisors, or any board, commission, or department to any specific action or course of action beyond their complying with this Section's requirements.

(a) Mission and Goals Statements

- (1) Each department, board, commission and agency shall submit a budget containing documentation which provides the following information:
- (i) The overall mission and goals of the department;
 - (ii) Strategic plans that provide direction towards achieving the department's mission and goals;
 - (iii) Identification of policy outcome measures that reflect the mission and goals of the department and which can be used to gauge progress towards attaining these goals;
 - (iv) The specific programs and activities conducted by the department to accomplish its mission and goals and the customers or clients served;
 - (v) The total cost of carrying out each program or activity;
 - (vi) The department head shall certify the extent to which the department achieved, exceeded, or failed to meet its missions, goals, productivity and service objectives, during the prior fiscal year.

NEGLECT OF REPORTING REQUIREMENTS

(b) Development of Strategic Plan

Commencing with fiscal year 1998-99, each department, board, commission and agency shall develop and annual review a strategic plan which contains at least a three-year forward plan to reflect policy outcomes from the operations of the respective department, board, commission or agency consistent with the then-approved budget.

The committee of the Board of Supervisors having jurisdiction over the budget may waive any particular requirement of this Section upon the request of the Mayor.

(2) Administrative Code, Section 3.6, "Three-Year Budget Projection"

Commencing in fiscal year 1998-99, following adoption of the annual budget by the Board of Supervisors the Mayor, Board's Budget Analyst and the Controller shall jointly prepare a three-year estimated summary budget of the City and County incorporating to the extent possible the strategic plans of each department, board, commission or agency developed pursuant to Section 3.5 of this Code.

The Mayor shall review each board, commission, or department's mission and goals statement as part of the preparation of the Mayor's proposed budget for the City and County. The Mayor and Board of Supervisors shall consider the City and County's three-year budget plan when composing the City and County Budget for the next fiscal year.

(3) Charter, Section 9.101, "Proposed Annual and Multi-Year Budgets"

The Mayor shall submit to the Board of Supervisors each year an annual proposed budget, ordinances and resolutions fixing wages and benefits for all classifications and related appropriation ordinances.

The annual proposed budget shall include:

1. Estimated revenues and surpluses from whatever sources, to the extent feasible, for the forthcoming fiscal year and the allocation of such revenues and surpluses to various departments, functions and programs to support expenditures. Proposed expenditures may include such necessary and prudent reserves as recommended by the Controller; and

NEGLECT OF REPORTING REQUIREMENTS

2. A summary of the annual proposed budget with a narrative description of priorities, services to be provided and economic assumptions used in preparing the revenue estimates. The summary shall also contain a discussion of trends and projections of revenues and expenditures of the City and County for the subsequent four years.

The annual proposed budget and appropriation ordinances shall be balanced so that the proposed expenditures of each fund do not exceed the estimated revenues and surpluses of that fund. If the proposed budget contains new revenue or fees, the Mayor shall submit to the Board of Supervisors the relevant implementing ordinances at the same time the annual budget is submitted.

Until the appropriation ordinances are adopted by the Board of Supervisors, the Mayor may submit to the Board of Supervisors revisions to the annual proposed budget, appropriation ordinances, and ordinances and resolutions fixing wages and benefits.

The Mayor may instruct the Controller to prepare the draft appropriation ordinances.

The Mayor shall file a copy of the annual proposed budget at the Main Library and shall give notice of the budget summary, including making copies available to the public. Upon final approval of the budget by both the Board and the Mayor, notice shall be given of the final budget summary.

The Board of Supervisors by ordinance may require multi-year budget plans and other budget planning strategies to be performed by the several departments and offices of the City and County."

NEGLECT OF REPORTING REQUIREMENTS

APPENDIX B

"POSTING AND DEPOSITORY FACT SHEET"

"POSTING FACTSHEET FOR NONPROFITS"



SAN FRANCISCO PUBLIC LIBRARY

ACCESS. DISCOVER. EMPOWER

POSTING AND DEPOSITORY FACTSHEET

DEPOSITORY INFORMATION

According to Administrative Code 8.16, **two** copies of **official publications** of city officials, boards, commissions and departments should be sent within **ten days** of publication to

Government Information Center
Terry Gwiazdowski
San Francisco Public Library
100 Larkin Street
San Francisco, California 94102

Contact info:
415/557-4470
415/557-4475 FAX
415/557-4500 (public)
terryg@sfpl.lib.ca.us

Official publications include meeting minutes, annual reports, special studies, environmental impact statements, periodicals, newsletters, statistical reports, pamphlets, maps, and consultant reports. If a document has popular appeal, is written about in the news media, is highly publicized or is up for public comment, please provide the Library with thirty (30) copies and they will be distributed to branch libraries. Documents of special interest to specific neighborhoods can also be distributed to those neighborhood libraries.

POSTING INFORMATION

Agendas, meeting calendars and meeting announcements should be faxed to 557-4475. A hard copy should then be mailed as a replacement for the permanent record. Hand-delivered documents can be delivered from 9:00 AM until 5:00 PM to the Mail Room at 100 Larkin or to the Government Information Center's Reference Desk on the fifth floor of the New Main.

Whether mailed, hand delivered or faxed, agendas should arrive in the department before 4:00 PM (Mon.-Fri.) the day you wish to have it posted. All agenda items should be on single-sided paper. Posting requirements are not met if the agenda is not received and processed by Library staff. If you require confirmation of receipt, please note it as such, and the confirmation will be faxed to you. It is the responsibility of the agency having the meeting to make sure that time requirements as specified in the Sunshine Ordinance and other open meeting laws are being followed. Please contact the City Attorney's Office for questions about compliance with the law.

PUBLIC ACCESS INFORMATION

The public can review agendas and documents in the Government Information Center during open hours. The agendas are on a clipboard located at the Reference Desk.



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POSTING FACTSHEET FOR NONPROFITS

Updated: February 9, 2000

According to San Francisco Administrative Code 12L.4 (Ordinance 198-98, Approved 6/19/98), nonprofit organizations (as defined in 12L.3(e) and which have a "contract" with the City, as that term is defined in 12L.3(c)) shall hold at least two public meetings per year during the City's fiscal year -- June 30 to July 1. The public shall have an opportunity to address the Board of Directors and each nonprofit shall provide the public with a notice of each designated public meeting at least 30 days in advance of the meeting. Written notice of the date, time, and location of each public meeting shall be submitted to the Clerk of the Board of Supervisors for posting where notices of meetings of the Board of Supervisors are posted and to the San Francisco Public Library, Government Information Center for posting where notices of meetings of City boards and commissions are posted.

Ordinance 198-98 also amended Administrative Code 67.30. This concerns the Sunshine Ordinance Task Force and has nothing to do with nonprofit organizations. **Please note:** This factsheet is intended as a general description only. Please refer to San Francisco Administrative Code 12L.4 for more complete information.

POSTING INFORMATION

The Government Information Center maintains a clipboard where meeting notices and agendas for City departments, boards and commissions are posted. The clipboard is arranged chronologically with the most current date on top and future dates underneath. We will post meeting notices for nonprofits on the same clipboard, but will discard the notices after the date of the meeting. We only keep and maintain official city publications. In order to best serve the public, meeting notices should include only the information for the next public meeting, with date, time and location as stipulated in the Administrative code. **Do not send meeting notices on a yearly basis.** Send a copy of the meeting notice to:

Government Information Center, 5th floor
Terry Gwiazdowski
San Francisco Public Library
Civic Center
San Francisco, California 94102

Contact information:
415/557-4470
415/557-4475 FAX
415/557-4500 (public)
terryg@sfpl.lib.ca.us

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